BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES

PACAF DIRECTORY 90-212

1 MAY 2003

Command Policy

COMMUNICATIONS AND INFORMATION
MISSION PERFORMANCE COMPLIANCE
DIRECTORY

This directory implements AFPD 90-2, *The Inspection System.* This directory lists compliance items that support guidance in the following: law, executive order, higher headquarters publications (DoD, JCS, FAA, AFI, AFMAN, AFOSH STDs, Technical Orders, etc.) and MAJCOM publications. Units may supplement this directory to add internal compliance items. This directory applies to Air National Guard (ANG) units when published in NGR (AF) Index 2 and does not apply to the US Air Force Reserve units and members. **Mandatory inspection items are denoted by the (#) sign and are in bold print. These items have been deemed critical to mission accomplishment.** The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use these directories in conjunction with the annual Unit Self-Inspection Program. The objective is to identify deficiencies that preclude attainment of required capabilities. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

**Attachment 3— MATRIX OF MISSION PERFORMANCE CHECKLISTS ITEMS
      APPLICABLE TO AIR NATIONAL GUARD COMMUNICATIONS
      FLIGHTS**   **58**

1. *Authorized release of Word (.doc) file can <u>only</u> be acquired by contacting the OPR directly.*

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                                    Director, Communications and Information

Attachment 1

COMMUNICATIONS AND INFORMATION MISSION PERFORMANCE CHECKLIST

A1.1.   COMMAND AND CONTROL (C2) SYSTEMS (Global Command and Control System (GCCS), Theater Battle management core systems (TBMCS)) AND COMMAND AND CONTROL, COMMUNICATIONS, AND COMPUTERS (C4) SYSTEMS.

A1.1.1.   **(#) Are equipment accountability procedures in place? (AFI 33-112, para 11.2)**

A1.1.1.1.   Has all equipment been entered into the Information Processing Management System (IPMS)? (AFI 33-112, para 11.2)

A1.1.2.   **(#) Are procedures in place for equipment sent to the base to be addressed to the Equipment Custodian Officer (ECO) with distribution instructions to the end user organization? (AFI 33-112, para 11, and respective NAF Integrated Logistic Support Plans (ILSP))**

A1.2.   MAINTENANCE CONTROL (All references are in AFI 21-116 unless otherwise indicated)

A1.2.1.   **Facility Requirements**

A1.2.1.1.   Is the facility established in accordance with AFI? (para 4.3)

A1.2.1.2.   Is personnel access controlled to reduce traffic into the room? (para 4.3.2.5)

A1.2.2.   **Maintenance Control**

A1.2.2.1.   **(#) Are maintenance controllers qualified on at least one of the communications systems maintained? (para 4.4.2.2)**

A1.2.2.2.   Are maintenance controllers able to evaluate maintenance requirements and direct timely corrective actions? (para 4.4.2.3)

A1.2.2.3.   Is there an approximate tour length established for personnel assigned to Maintenance Control? (para 4.2.1.5)

A1.2.3.   **Maintenance Control Training**

A1.2.3.1.   Has the Maintenance Control supervisor established a comprehensive training program to ensure assigned personnel have a thorough understanding of assigned duties, responsibilities and procedures? (para 4.5)

A1.2.3.2.   **(#) Does the Maintenance Control Training Program include an orientation briefing to include visits to work centers that provides an understanding of the unit's mission and the systems installed and maintained to accomplish that mission? (para 4.5.2.1)**

A1.2.3.3.   **(#) Does the Maintenance Control Training Program provide controllers with knowledge of contractor maintained systems and the procedures to call out the appropriate vendor? (para 4.5.2.5)**

A1.2.4.   **Maintenance Control Procedures**

A1.2.4.1.   **(#) Is there control of all maintenance actions that cause an equipment status report (ESR) to be produced? (para 4.6.1)**

A1.2.4.2. **(#) Does Maintenance Control serve as the consolidated contact point to receive trouble reports and complaints from supported customers? (para 4.6.2)**

A1.2.4.3. **(#) Is there a current inventory of all mission essential end items that are maintained by the unit? (para 4.6.5)**

A1.2.4.4. Does Maintenance Control coordinate anticipated mission downtime with the appropriate mission customer or activity and the maintenance work center, including maintenance performed by contract maintenance personnel? (para 4.6.15)

A1.2.4.5. Does Maintenance Control prepare and maintain a master PMI schedule? Is the applicable PMI schedule, annotated with JCNs, sent to the work centers? (para 4.6.18)

A1.2.4.6. Does Maintenance Control accomplish TCTO processing? (para 4.6.19)

A1.2.4.7. **(#) Does Maintenance Control comply with CAMS requirements for the management and control of the inventory portion of the CAMS Equipment Status and Inventory Subsystem? (para 4.6.20)**

A1.2.4.8. Does the Maintenance Control supervisor have established procedures for after duty hours maintenance control operation? (para 4.7)

A1.2.4.9. Does Maintenance Control have procedures in place to ensure equipment reliability status is reported to the PACAF NOSC NLT the 10th of every month? (AFI 21-116, para 4.6.5.1 (added), PACAF SUP 1, PACAF SINC Section 16)

A1.2.4.10. Does Maintenance Control maintain the status of work center on-call technician availability and direct the dispatch of technicians when needed? (para 4.7.2.4.4)

A1.2.5. **Control of Maintenance**

A1.2.5.1. Does Maintenance Control document and control the status of active jobs that change the equipment status? (para 4.9.1)

A1.2.5.2. **(#) Does Maintenance Control perform equipment status reporting IAW PACAF SINC and AFI 21-103 (AFI 21-103, chap 6, PACAF SUP 21-103 and PACAF SINC section 16)?**

A1.2.5.3. When a work center controlled maintenance action changes the system or equipment status does the JCN and control of the maintenance effort revert to maintenance control? (para 4.9.3)

A1.2.5.4. Does Maintenance Control comply with procedures established by AFI 21-116 when authorizing a cannibalization action? (para 4.15)

A1.2.5.5. Does Maintenance Control monitor the dispatch and operational status of vehicles assigned to the organization unless otherwise directed by the Commander or Chief of Maintenance ? (para 4.17.1.1para 4.6.6)

A1.2.6. **Scheduled Maintenance**

A1.2.6.1. Does Maintenance Control control all scheduled actions that cause a change in equipment or system status? (para 4.10.2)

A1.2.6.2. Does Maintenance Control have local directives to establish the coordination procedures with all concerned agencies? (para 4.10)

A1.2.6.3. Does Maintenance Control track deferred PMI's with the maintenance work center and using activities to ensure inspections are completed as soon as possible after the cause for deferment is resolved (para 4.10.2.2)

A1.2.7. **Unscheduled Maintenance**

A1.2.7.1. **(#) Does Maintenance Control document and control all unscheduled actions that cause a change in equipment or system status in accordance with AFI 21-103 and AFCSM 21-556 vol. II through 21-579 vol. II? (paras 4.6.5, 4.6.9, 4.11 and 4.16)**

A1.2.7.2. Does the Maintenance Control maintain a list of unit OPRs for contractor maintained and contractor operated communications systems?) (para 4.11.2.2)

A1.2.7.3. Does Maintenance Control maintain a log (manual or automated) for customer reported jobs that do not require an entry into CAMS? (para 4.11.2.2.1)

A1.2.7.4. Does Maintenance Control notify the PACAF NOSC of critical Air Traffic Control and Landing System outages (PACAF SINC Section 16, PACAF SUP 21-116)

A1.3. MATERIAL CONTROL

A1.3.1. **Work Center**

A1.3.1.1. Is a shop bench stock established? (AFM 23-110, Vol 2, Part 13, paras 3.6.1. through 3.6.3.)

A1.3.1.2. Are all bench stock items properly identified? (AFM 23-110, Vol 2, Part 2, Chapter 25)

A1.3.1.3. Have special levels been identified? (AFM 23-110, Vol 2, Part 13, paras 3.7.1 through 3.7.5. and Part 2, Chapter 25)

A1.3.1.4. Are all items in AWP and EIP storage areas properly identified and tagged? (AFM 23-110 Vol 2, Part 2, Chapter 17, para 17.26.)

A1.3.1.5. Are work center equipment items properly accounted for? (AFM 23-110 Vol 2, Part 13, Chapter 8, section 8.C.)

A1.3.1.6. Are supply point items in a secure area and are they properly identified with condition status tags? (AFM 23-110, Vol 2, Part 2, Chapter 24, para 22.23.1.)

A1.3.1.7. Are AF Form 2005 or AF Form 2413 (or equivalents) used to document requests made directly to base supply? (AFM 23-110, Vol 2, Part 13, Chapter 3, para 3.2.1.)

A1.3.1.8. Do repair cycle assets in-work for bench check or repair have AFTO Form 350, Repairable Item Processing Tag, attached? (T.O. 00-20-2, para 8-2.3)

A1.3.1.9. Is Part Two of AFTO Form 350, No Demand Transactions, forwarded to Material Control to reflect maintenance turnaround actions (TRN)? (T.O. 00-20-2, para 8-2.3)

A1.3.2. **Material Control**

A1.3.2.1. Has the Chief of Maintenance (COM)/Chief of Mission Systems Flight (SCM) provided written procedures to ensure Material Control has the responsibility and authority to function successfully? (para 5.8.1)

A1.3.2.2. Has the COM/SCM ensured material controllers are not tasked for other than maintenance related tasks, unless directed otherwise by MAJCOMs? (para 5.8.1)

A1.3.2.3. Is material control involved in resolving all supply problems, confirming maintenance supply data and status, and forecasting supply requirements? (para 5.8.2.1)

A1.3.2.4. Does material control provide, obtain, or assist in training on all supply matters for the work center? (para 5.8.2.3)

A1.3.2.5. Does material control advise maintenance managers on the overall supply situation as it affects maintenance, and do they recommend ways to improve supply support?(para 5.8.2.2)

A1.4. MAINTENANCE SUPPORT (MS)

A1.4.1. Maintenance Support Responsibilities

A1.4.1.1. Is the TODO set up and maintained IAW applicable guidance? (T.O. 00-5-2. (para 5.5.2.2 and 5.9)

A1.4.1.2. **(#) Are all applicable technical publications (methods and procedures T.O.s, work cards, TCTOs, etc.) available? (para 1.10.1)**

A1.4.1.3. **(#) Does MS ensure proven maintenance techniques, safety procedures, supply discipline, security procedures, and good housekeeping standards are used? (AFI 21-116** para 5.1 and para 5.14)

A1.4.1.4. Does maintenance support train Maintenance Support Representatives (MSR) and spot check MSR performance? (para 5.5.2.11)

A1.4.1.5. Through Maintenance Standardization Evaluation Program (MSEP) does MS improve the quality of maintenance as well as the overall management posture within the maintenance activity? (para 5.1 and para 5.14)

A1.4.1.6. Has the COM/CMSF identified functions and personnel exempt from MSEP? (para 5.15)

A1.4.1.7. Does the maintenance activity publish a maintenance plan quarterly? (para 3.2.2.1)

A1.4.2. Personnel Evaluations

A1.4.2.1. Are tasks selected for evaluation based on deficiency indicators, previous evaluations in the work center, and suspected training problems? (para 5.17.3.8.2)

A1.4.2.2. **(#) Are all tasked certified personnel evaluated? (para 5.17.3.5)**

A1.4.2.3. Are evaluations conducted as prescribed? (para 5.17.3.8 and attach 8)

A1.4.2.4. **(#) Are personnel evaluations only conducted by MS personnel? (para 5.17.1)**

A1.4.2.5. **(#) Are evaluations on newly assigned personnel within 6 months (within 45 days at short tour locations) of assignment to the work center? (para 5.17.3.7.2.2 and PACAF Sup 1)**

A1.4.2.6. **(#) Are mandatory special personnel evaluations being performed? (para 5.17.3.7.4)**

A1.4.3. Technical Evaluations

A1.4.3.1. Does MS provide an inspection schedule for inclusion in the maintenance plan? (para 3.2.2.1)

A1.4.3.2. Are technical evaluations completed on a sample of all equipment at least every 18 months using the sampling plan in attachment 7? (para 5.17.2.5 and atch 7)

A1.4.3.3. Do evaluations cover all areas required by (para 5.17.2.2)?

A1.4.3.4. Are evaluations requiring equipment disassembly scheduled in conjunction with PMIs requiring similar disassembly when possible? (para 5.17.2.4)

A1.4.3.5. Are technical evaluations performed with enough depth to ensure systems and equipment are maintained and managed according to applicable technical data? (para 5.17.2.2)

A1.4.3.6. Are Air Force published Maintenance Quality Control Check sheets (AFMQCCs) or locally developed MQCCs used as evaluation guides for technical and managerial evaluations? (para 5.16, 5.17.2.3 and attach. 2)

A1.4.4. **Managerial Evaluations**

A1.4.4.1. Is each work center and staff function evaluated at least once every 18 months (AD) or every 36 months for ANG? (para 5.17.4.2.1)

A1.4.4.2. Does each Managerial Evaluation cover all areas required? (para 5.17.4.3)

A1.4.4.3. Are work centers or staff functions rated marginal or unsatisfactory by IG or higher HQ inspected by MS within 120 days after IG/HQ inspection? (para 5.17.4.2.2)

A1.4.5. **Special Evaluations**

A1.4.5.1. **(#) Does MS inspect all end items and major assemblies transferred to or from the maintenance complex? (para 5.17.5.2.2)**

A1.4.5.2. **(#) Are all newly installed, overhauled, modified, relocated, or modernized equipment/systems inspected? (para 5.17.4.2.3)**

A1.4.5.3. **(#) Does the MS inspect on-site mobile depot maintenance actions prior to signing of the AFTO Form 217? (para 5.17.4.2.4)**

A1.4.6. **Evaluation Reports**

A1.4.6.1. **(#) Are reports drafted to provide sound management recommendations designed to help correct discrepancies and underlying causes? (para 5.17.6.1.1)**

A1.4.6.2. Are reports routed and follow-up actions monitored by appropriate managers until COM/CMSF concurs with MS's recommended closure of report? (para 5.17.6.1.5)

A1.4.6.3. Are appropriate recommendations along with references or rationale provided for each discrepancy? (AFI 21-116 para 5.17.6)

A1.4.7. **Deficiency Analysis**

A1.4.7.1. Does MS analyze and report deficiencies, cross-feed the results, and provide guidance throughout the maintenance complex? (para 5.20)

A1.4.7.2. **(#) Are all NRTS actions being reviewed and documented? (para 5.20)**

A1.4.8. **Material Deficiency Reporting**

A1.4.8.1. Are MDRs processed IAW T.O. 00-35D-54,? (para 5.21.1)

A1.4.9. **Technical Order Improvement Reports**

A1.4.9.1. Is AFTO Form 22 processed IAW T.O. 00-5-1? (para 5.21.2)

A1.4.9.2. **(#) Is a control log used to log all reports?** (para 5.21.2)

A1.4.9.3. Is AFTO Form 27, Publication Change Request, used to recommend improvements to preliminary T.O.s? (T.O. 00-5-3 para 9-3)

A1.4.10. **SMR Code Change Requests**

A1.4.10.1. Is AFTO Form 135 processed IAW T.O. 00-25-195, Chapter 4? (para 5.24.1)

A1.5. SELF-SUFFICIENCY

A1.5.1. **(#) Does MS manage the Unit Self Sufficiency program IAW TO 00-20-3 and TO 00-25-195? (para 5.22.2)**

A1.6. TRAINING

A1.6.1. **(#) Is the training program effectively managed, i.e., OJT records, initial evaluations, Career Development Courses, assigned trainers and certifiers? (AFI 36-2201, para 3, applicable AFSC CFETPs)**

A1.6.1.1. Are Career Development Courses (CDC) or other related material on hand or on order for personnel in OJT? (AFI 36-2201, para 4.11.5.-6. and attach 3)

A1.6.1.2. Has the commander appointed qualified personnel to serve as trainers and certifiers? (AFI 36-2201, para 4.9.1.5.)

A1.6.1.3. Does MS insure all personnel are entered into CAMS training subsystem during in-processing? (para 5.28.7.1)

A1.6.1.4. Does MS insure that CAMS products are ready for individuals when they depart PCS? (para 5.28.7.6)

A1.6.1.5. **(#) Does the work center supervisor conduct an "initial evaluation" on all newly assigned work center personnel within 90 days after their assignment and are all tasks identified which the technician will be required to perform? (AFI 36-2201, paras 4.9.5. and 4.11.3)**

A1.6.1.6. **(#) Are OJT records (AF Form 623) established and maintained properly? (AFI 36-2201, para 4.11.9 and applicable AFSC CFETP)**

A1.6.1.7. **(#) Are task qualifications recorded according to the instruction on the cover page of the CFETP or STS? (AFI 36-2201, para 4.11.9.3.)**

A1.6.1.8. Does the work center supervisor use the CAMS training subsystem to manage the maintenance training program and control training requirements if available? (para 2.17.4)

A1.6.1.9. Are ancillary training requirements met? (AFI 36-2201 Chapter 13)

A1.6.2. **(#) Has a training plan been established that clearly defines objectives, institutes schedules, specifies required trainee progression and is directed to ensure 100% task coverage? (AFI 36-2201, para 4.9.1. and AFI 21-116, para 2.13.2.1)**

A1.6.2.1. Is training conducted according to the work center training schedule? (para 6.5.2.5)

A1.6.2.2. **(#) Does the work center use published Qualification Training Packages (QTP) for qualification/proficiency training on installed equipment/systems? (para 5.28.1.2)**

A1.7. NUMERICAL INDEX OF COMMUNICATIONS-COMPUTER SYSTEMS MAINTENANCE QUALITY CONTROL CHECKSHEETS (MQCC)

A1.7.1. Does MS use MQCCs while performing technical and managerial inspections? (para 5. 16.2)

A1.7.2. Are locally developed MQCCs approved by the commander/chief, MS flight before use? (para 5.16.4.3)

A1.8. Work Centers General

A1.8.1. Does the physical appearance of the work center reflect good housekeeping practices and is it conducive to a good working environment? (AFOSH STD 91-66, para 1.1.1.)

A1.8.2. Is the general condition of equipment consistent with Air Force standards and technical order requirements? (T.O. 31-1-75 Chapters 1, 2, and 3, and related equipment specific T.O.s)

A1.8.3. Does the work center supervisor ensure that personnel, tools, equipment, and supplies are available to meet maintenance requirements? (para 6.7.1)

A1.8.4. Are all technicians familiar with maintenance data collection procedures? (T.O. 00-20-2)

A1.8.5. Is equipment/facility status being accurately reported to Maintenance Control? (para 6.6.10)

A1.8.6. **(#) Does the MDC Master ID List contain all equipment assigned to the work center and are the preventive maintenance inspections (PMI) intervals correct, reported, and followed up as required? (paras 6.7.2.3 and 6.7.2.4; T.O. 00-20-8, paras 1-4, 1-7c (1))**

A1.8.7. **(#) Are equipment historical records established and used by the work center? (T.O. 00-20-8; para 2-1. and, paras 6.10.2.3. and 6.10.2.4.)**

A1.8.8. **(#) Is the C4 Installation Records program properly managed?(AFI 21-404, para 6.10.2.1)**

A1.8.9. Are TCTO actions taken IAW applicable directives? (, paras 6.8.2.7, 6.8.2.8, and 6.8.2.9)

A1.8.10. Are E&I project review procedures and logistic procedures followed when required? (para 6.12.2.1 and attach 4)

A1.8.11. Does the work center have a budget established with controls in place to ensure they stay on track? (para 6.12.2.4)

A1.8.12. Is the work center NCOIC familiar with applicable sections of the OPS Plans that pertain to the work center? (para 6.12.2.6)

A1.8.13. Does the work center have an Electronic Discharge Control program and is it effectively managed? (T.O. 00-25-234, Chapter 7)

A1.8.14. **Safety**

A1.8.14.1. **(#) Are all electrical outlets, receptacles, and grounding requirements properly marked and installed? (AFOSH STD 91-66 para 1.7.37 and 1.7.3.8.)**

A1.8.14.2. **(#) Do all equipment active and spare fuse holders contain fuses of the proper value, type, and rating? (T.O. 31-1-75)**

A1.8.14.3. **(#) Are all personal protective devices available for use by personnel operating power tools? (AFOSH STD 91-31 para 3.1)**

A1.8.14.4. **(#) Are all paints, cleaning solvents, and other combustible material properly stored? (AFOSH STD 91-43 para 3.4.)**

A1.8.14.5. **(#) Are fuse boxes or circuit breaker panels clearly marked to indicate which equipment or circuits are controlled? (AFOSH STD 91-50 para 3.5.1)**

A1.8.14.6. **(#) Are "High Voltage" and other warning signs prominently displayed when required? (AFOSH STD 91-50 para 2.6.5)**

A1.8.14.7. **(#) Are proper fire extinguishers on hand? (AFOSH STD 91-50 para 2.6.14.)**

A1.8.14.8. **(#) Are "No Smoking" signs posted around fuel tanks? (AFOSH STD 91-43 para 3.10.7.)**

A1.8.14.9. **(#) Are personnel servicing batteries using proper safety gear and is an eyewash readily available where required? (AFOSH STD 91-50 paras 3.10.1 and 3.10.7)**

A1.8.14.10. **(#) Are maintenance shop floors free of oil, grease, gasoline or other hazardous materials? (AFOSH STD 91-50 para 2.10.1. and AFOSH STD 91-66 para 1.1.1.)**

A1.8.14.11. **(#) Are hazardous noise areas identified and are ear protectors worn by personnel working in those areas? (AFOSH STD 91-50 para 2.7.2 and AFOSH STD 48-19)**

A1.8.14.12. **(#) Is insulating matting used in all equipment areas where high voltage is present? (AFOSH STD 99-31 para 4.1.1.)**

A1.8.15. **Technical Orders**

A1.8.15.1. Is the technical order library maintained effectively, i.e., T.O.s on hand, complete, current, annually checked, posted, signed out, etc? (T.O. 00-5-2, Chapter 3, para 3-11.9.6.)

A1.8.15.2. Are all required PACAF technical order supplements on hand and properly posted? (T.O. 00-5-2, para 3-11.9.6.)

A1.8.15.3. **(#) Has the technical order library custodian and the alternate accomplished ECI course 1200, volumes 1 and 2 or the computer based training (CBT)? (T.O. 00-5-2 para 1-1.3.)**

A1.8.16. **Supply**

A1.8.16.1. Is a shop bench stock established? (AFM 23-110, Vol 2, Part 13, paras 3.6.1. through 3.6.3.)

A1.8.16.1.1. Has the work center bench stock monitor attended supply training Block IIA, Bench Stock Management? (AFM 23-110, Vol 2, Part 2, Chapter 2, para 2.55.2.)

A1.8.16.2. Is the bench stock account properly managed i.e. items properly marked, special levels identified, adjusted levels requirements reviewed, deficiencies reported to host base? (AFM 23-110, Vol 2, Part 13, para 3.7.1 through 3.7.5. and Part 2, Chapter 25)

A1.8.16.3. Does the work center flag bench stock items at 50% or less on-hand? (AFM 23-110, Vol 2, Part 13, para 3.7.1.)

A1.8.16.4. **(#) Are supply point items in a secure area and properly identified with condition status tags? (AFM 23-110, Vol 2, Part 2, Chap 24)**

A1.8.16.5. Are all items in the AWP and EIP storage areas properly identified and tagged? (AFM 23-110 Vol 2, Part 2, Chapter 17 para 17.26.)

A1.8.16.6. Are the proper documentation review and forms being accomplished within the work center, i.e. supply point listing reviewed, AF Form 2005 used, AFTO 350 tags filled in, Part 2 to the AFTO form 350 (TRN) sent in? (T.O. 00-20-2, para 8-2.3)

A1.8.17. **Test Measurement and Diagnostic Equipment (TMDE)**

A1.8.17.1. **(#) Does the work center properly manage their TMDE account, i.e., are actions being taken to correct red-lined items, are they aware of supply actions? (T.O. 00-20-14; AFI 21-116 para 6.11; attach 5)**

A1.8.17.2. Is the TMDE storage area adequate and are all items stored and handled as delicate instruments? (T.O. 00-20-14)

A1.8.17.3. Are all required references and technical publications available to support all assigned TMDE? (T.O. 00-20-14)

A1.8.17.4. Does the work center assure proper care, use, cleanliness, preservation, servicing and minor repair for all of its assigned test equipment? (T.O. 00-20-14, and 33-1-27)

A1.8.17.5. Is the equipment complete and in serviceable condition to include dust caps, power cords, and all accessories required in its cover or storage cases? (Applicable equipment T.O.s, and T.O. 00-20-14)

A1.8.18. **Corrosion Control**

A1.8.18.1. Is the equipment corrosion prevention and control program properly managed? (para 6.6.9.and 5.17.4.3.7.8)

A1.8.18.2. Are the work center personnel trained annually on corrosion control? (AFI 21-205, PACAF Sup, para 2.9.3.2)

A1.8.18.3. Is there any noticeable evidence on the equipment to indicate the corrosion control program is not effective? (T.O. 1-1-689, Chapter 3)

A1.9. BASE COMMUNICATIONS AND INFORMATION SYSTEMS OFFICER (CSO)

A1.9.1. Does the base CSO work with the STEM-B and STEM-C to define and integrate technical solutions to the base blueprint for funding prioritization and future implementation?

(AFI 33-115, para 6.3.1)

A1.9.2. **(#) Does the base CSO use Air Force 33-series publications and negotiated support agreements to imbed centralized NM support requirements and concepts in performance work**

statement definitions during initial, renegotiated, or amended contracting actions (base contracts)? (AFI 33-115, para 6.3.2)

A1.9.3. Has the base CSO allocated to each NM area enough resources to meet service provisioning response times, service availability standards, service degradation or failure restoral times, user or subscriber education and training needs, network security monitoring and protection, on-line surveys, security incident reporting and response, network mapping, and deployment or contingency support requirements? (AFI 33-115, para 6.3.3)

A1.9.4. Does the base CSO support host and tenant organization missions? (AFI 33-115, para 6.3.6)

A1.9.5. Does the base CSO evaluate the services provided by each area NM location according to system or network performance standards? (AFI 33-115, para 6.3.7)

A1.9.6. Does the base CSO direct changes in procedure, allocation of resources, or training methods to minimize resource requirements and improve quality of service? (AFI 33-115, para 6.3.7)

A1.9.7. **(#) Has the base CSO established a wing steering group to develop base policy and procedures for migrating NM toward the Air Force architectures and standards? (AFI 33-115, para 6.3.8)**

A1.9.8. Does the base CSO target stand-alone and redundant NM capabilities and responsibilities for consolidation to minimize the amount of resources used to do NM while optimizing performance and quality of service? (AFI 33-115, para 6.3.8)

A1.10. NETWORK CONTROL CENTER (NCC)

A1.10.1. **(#) Does the NCC perform the following network services according to established policy, SLAs, MOAs, and MOUs:**

   A1.10.1.1. **(#) Engineering**

   A1.10.1.2. **(#) Installation**

   A1.10.1.3. **(#) Quality control and quality assurance**

   A1.10.1.4. **(#) NM operations and security**

   A1.10.1.5. **(#) Education and training? (AFI 33-115 Vol 1, para 6.4.1)**

A1.10.2. **(#) Has the NCC established a help desk function as the base's single point of contact for problems? (AFI 33-115, para 6.4.1.7)**

A1.10.3. Does the NCC perform as contractor quality assurance evaluator for NCC-monitored service contracts? (AFI 33-115 Vol 1, para 6.4.1.9)

A1.10.4. Does the NCC support small and minicomputer hardware and software prescribed for the small computer systems element in AFI 33-112? (AFI 33-115, para 6.4.1.10)

A1.10.5. Does the NCC provide deployed systems and NM services as tasked by the wing commander? (AFI 33-115, para 6.4.1.13)

A1.10.6. Does NM identify and defend, through the base CSO, resource and training requirements to optimize domain service delivery and capability, including support for deployment and contingency operations? (AFI 33-115 Vol 1, para 6.4.1.17)

A1.10.7. **(#) Did the NCC establish performance and quality of service standards for each class of connection and service? (AFI 33-115 Vol 1, para 6.4.1.18)**

A1.10.8. Does the NCC sponsor education and training seminars for network users and crew positions? (AFI 33-115 Vol 1, para 6.4.1.19)

A1.10.9. Has the NCC established a computer based training program for the base?(AFI 33-115 Vol 1, para 7.5)

A1.10.10. Are NCC personnel trained to: (AFI 33-115 Vol 1, para 6.4.1.20)

A1.10.10.1. Provide and configure services and resources.

A1.10.10.2. Control quality of NM operations.

A1.10.10.3. Administer databases.

A1.10.10.4. **(#) Certify crew position training and positions certification. (AFI 33-115 Vol 2)**

A1.10.10.5. Install systems.

A1.10.10.6. Manage and respond to trouble calls.

A1.10.10.7. **(#) Perform NM system operations (e.g., configuration, fault, performance, security, and accounting management).**

A1.10.10.8. **(#) Perform LRU level maintenance on network hardware (i.e., servers, PCs, routers, hubs, switches)? (AFI 33-115 Vol 1, para 6.4.1.20)**

A1.10.11. **(#) Has the NCC established a position certification program for each position within the organization? (AFI 33-115 Vol 1, para 6.4.1.21)**

A1.10.12. Does NM recommend corrections for service problems (e.g., configuration or procedure changes, additional training, equipment upgrades, additional test devices)? (AFI 33-115 Vol 1, para 6.4.1.22)

A1.10.13. Does the NCC send PACAF NOSC a copy of internally developed or modified procedures, agreements, process flow lists, checklists, informational handouts, and training materials for review, consolidation, and reissue by other USAF and DoD organizations? (AFI 33-115 Vol 1, para 6.4.1.23)

A1.10.14. **(#) Does the NCC develop, coordinate, and maintain support plans for contingency, service restoration, unit type code requirements, and deployed capability? (AFI 33-115 Vol 1, para 6.4.1.24)**

A1.10.15. Does NM manage resources within a NM area's domain through automated processes for such things as permissions, scheduling, database administration, memory back-ups, and memory and file allocation? (AFI 33-115 Vol 1, para 6.4.1.25)

A1.10.16. **(#) Does NM implement, operate, and maintain appropriate security measures?**

(AFI 33-115 Vol 1, para 6.4.1.26)

A1.10.17. **(#) Has the NCC developed local procedures to comply with Information Condition (INFOCON) level changes. (PACAF Instruction 10-2001, 15 Feb 2000)**

A1.10.18. **(#) Does the NCC keep an inventory and diagram of base and long-haul telecommunications equipment? (AFI 33-115 Vol 1, para 6.4.1.28)**

A1.10.19. **(#) Does the NCC develop and maintain network configuration maps and/or developed database that documents the network infrastructure to include the number of servers and terminals supported? (AFI 33-115 Vol 1, para 6.4.1.29)**

A1.10.20. **(#) Do NCC system administrators follow established preventive maintenance schedules? (AFI 21-116, para 5.13)**

A1.10.21. **(#) Do NCC personnel maintain test equipment according to established procedures? (AFI 21-116, para A5.3.2.4)**

A1.11. NETWORK ADMINISTRATION

A1.11.1. **(#) Did the NCC acquire and manage control of all base IP address space? (AFI 33-115 Vol 1, para 6.4.2.1)**

A1.11.2. **(#) Has the NCC configured CITS Phase II component (Lucent QIP) IAW with CITS NMS/BIP Operations and Maintenance Manual to perform IP address management? If not, has a DD Form 1694 (Request For Deviation/Waiver) been initiated to or approved by PACAF IAW Air Force CITS Configuration Management Plan instructions?**

A1.11.3. **(#) Has the NCC enabled SMTP and AUTODIN services, which will continue to be offered until all end-users migrate to a fully implemented and operational DMS? (AFI 33-115 Vol 1, para 6.4.2.3.2)**

A1.11.4. **(#) Has the NCC provided a communications server capable of handling dial-in services? (AFI 33-115 Vol 1, para 6.4.2.4)**

A1.11.4.1. **(#) Is the server placed outside the BIP boundary to prevent the possibility of back-door access? (AFI 33-115 Vol 1, para 6.4.2.4)**

A1.11.4.2. **(#) Does the NCC control all remote dial-in communications services? (AFI 33-115 Vol 1, para 6.4.2.4)**

A1.11.5. **(#) Does the NCC ensure there are no unauthorized modems installed on the network by utilizing a war dialer (DoD CERT Instructions)**

A1.11.6. **(#) Has the NCC/wing developed a core set of supported applications? (AFI 33-115 Vol 1, para 6.4.2.5)**

A1.11.7. Does the NCC provide software assistance support for the Wing's core set of applications? (AFI 33-115 Vol 1, para 6.4.2.5)

A1.11.8. **(#) Is the NCC the focal point for providing access to NIPRNET and the Internet? (AFI 33-115 Vol 1, para 6.4.2.6)**

A1.11.9. **(#) Does the NCC deny external NTP sources through the BIP boundary due to inherent security problems and is NTP used to synchronize systems with GPS? (AFI 33-115 Vol 1, para 6.4.2.9)**

A1.12. NCC NETWORK MANAGEMENT

A1.12.1. **Configuration Management**

A1.12.1.1. Does the NCC's area of responsibility extend from the interface of the user's terminal to the interface(s) of the base-level host, base-level server, or transmission system providing con-

nectivity to off-base assets and includes all the base network backbone infrastructure components? (AFI 33-115 Vol 1, para 6.4.3.1.5)

A1.12.1.2. Does the NCC perform cable installation and is quality assurance enforced?

A1.12.1.3. **(#) Does the NCC establish, maintain, control, and enforce the base Internet use policy? (AFI 33-115 Vol 1, para 6.4.3.1.8)**

A1.12.1.4. **(#) Is the NCC the central point of contact for network distribution and mainte-nance/update of AFCERT and ASSIST recommended security fixes, operating system patches, and anti-virus software? (AFI 33-115 Vol 1, para 6.4.3.1.11)**

A1.12.1.5. **(#) Does the NCC maintain a listing of all base server and network device operat-ing systems to include version numbers? Do they share this information with WIAO to ensure compliance with all AFCERT and ASSIST security fixes and operating system patches? (AFI 33-115 Vol 1, para 6.4.3.1.11)**

A1.12.1.6. Does the NCC maintain a database of workload factor data depicting the number of networked users, workstations, servers, and internet protocol addresses, the building, room, POCs, and phone numbers as described in AFMS 38DA? (AFI 33-115 Vol 1, para 6.4.3.1.12)

A1.12.1.7. Does the NCC perform minor application enhancement, software metering, back-ups, recovery, and shut down of network management and system management systems when required? (AFI 33-115 Vol 1, para 6.4.3.1.14)

A1.12.1.8. Does the NCC provide assistance to system administrators when needed and perform cryptographic equipment updates on devices under the control of the NCC?

(AFI 33-115 Vol 1, para 6.4.3.1.16)

A1.12.1.9. Does the NCC install and configure network servers, routers, hubs, bridges, repeaters, servers, work stations, peripherals, etc.? (AFI 33-115, para 6.4.3.1.19.1)

A1.12.1.10. Does the NCC test and document equipment installation acceptance testing? (AFI 33-115 Vol 1, para 6.4.3.1.19.1)

A1.12.1.11. **(#) Does the NCC receive and inventory network software, test and validate new software applications and network operating systems? (AFI 33-115 Vol 1, para 6.4.3.1.19.2)**

A1.12.1.12. Does the NCC distribute and install network software releases and updates, and assists customers with software installation and customization? (AFI 33-115 Vol 1, para 6.4.3.1.19.2.1)

A1.12.1.13. Does the NCC (or WG) install network software (e-mail, web browser, FTP, TEL-NET, TCP/IP software? (AFI 33-115 Vol 1, para 6.4.3.1.19.2.2)

A1.12.1.14. **(#) Does the NCC review site license agreements and remove software from sys-tems when no longer required or authorized? (AFI 33-115 Vol 1, para 6.4.3.1.19.2.4)**

A1.12.1.15. Does the NCC verify current network configurations against other agency databases and forward corrections to PACAF NOSC as required? (AFI 33-115, para 6.4.3.1.20.1.2)

A1.12.1.16. Does the NCC perform Base-wide Configuration Standardization and Interface Engi-neering? (AFI 33-115 Vol 1, para 6.4.3.1.21)

A1.12.1.17. Does the NCC review PSAs and coordinate corrections to the appropriate agencies? (AFI 33-115 Vol 1, para 6.4.3.1.21.2.1)

A1.12.1.18. Does the NCC coordinate with EI teams and/or commercial vendors prior to arrival? (AFI 33-115 Vol 1, para 6.4.3.1.21.2.2)

A1.12.1.19. Does the NCC escort and assist team chiefs with installation or upgrade projects? (AFI 33-115 Vol 1, para 6.4.3.1.21.2.3)

A1.12.1.20. Does the NCC prepare and coordinate network migration and upgrade plans with the STEM-B and NOSC? (AFI 33-115 Vol 1, para 6.4.3.1.22)

A1.12.1.21. **(#) Does the NCC develop LRP and Contingency Operation Plans? (AFI 33-115 Vol 1, para 6.4.3.1.23)**

A1.12.1.22. **(#) Does the NCC develop, test, and document implementation guidelines for base network communication contingencies from existing Operations/War Plans? (AFI 33-115 Vol 1, para 6.4.3.1.22.2)**

A1.12.1.23. Does the NCC provide technical advice and solutions for software, hardware and network connectivity? (AFI 33-115 Vol 1, para 6.4.3.1.23.3)

A1.12.1.24. Does the NCC issue loaner equipment if available, set up and delete customer accounts and provide equipment custodian training? (AFI 33-115 Vol 1, para 6.4.3.1.24.6)

A1.12.1.25. Does the NCC consolidate and evaluate base-wide NCC managed network and system components as candidates for contract maintenance support? (AFI 33-115 Vol 1, para 6.4.3.1.25.1)

A1.12.1.26. Does the NCC assist the plans and programs function in preparing the QASP for contracts? (AFI 33-115 Vol 1, para 6.4.3.1.25.3)

A1.12.1.27. Does the NCC develop/submit budget input and request higher-level funding for all NCC functions? (AFI 33-115 Vol 1, para 6.4.3.1.26.1)

A1.12.2. **Fault Management**

A1.12.2.1. Does the NCC coordinate with users, NOSC, AFNOC, and vendors to isolate faults, restore service, and make repairs? (AFI 33-115 Vol 1, para 6.4.3.2.2)

A1.12.2.2. **(#) Does the NCC ensure a trouble call process is established for each IS (i.e. email, proxy, firewall, NT, etc)? (AFI 33-115 Vol 1, para 6.4.3.2.3)**

A1.12.2.3. Does the NCC monitor difficulty reports, heads up messages, and system advisory notices? (AFI 33-115 Vol 1, para 6.4.3.2.4)

A1.12.2.4. Does the NCC provide network and small computer maintenance support? (AFI 33-115 Vol 1, para 6.4.3.2.5)

A1.12.2.5. Does the NCC provide technical support to system administrators when requested? (AFI 33-115 Vol 1, para 6.4.3.2.7)

A1.12.2.6. Does the NCC maintain an electrostatic discharge maintenance area? (AFI 33-115 Vol 1, para 6.4.3.2.7)

A1.12.3. **Performance Management**

A1.12.3.1. **(#) Does the NCC coordinate installation, acceptance testing, quality assurance, fault isolation, and restoration of the communication infrastructure with the base's other communications unit functions? (AFI 33-115 Vol 1, para 6.4.3.3.1)**

A1.12.3.2. **(#) Does the NCC integrate, configure, test, monitor, analyze, control, and restore systems to maintain top performance of intrabase and local support for DMC/RPC services? (AFI 33-115 Vol 1, para 6.4.3.3.4)**

A1.12.3.3. Does the NCC record configuration data, test data, failure symptoms, coordination efforts, fault isolation steps performed, and any other useful information? (AFI 33-115 Vol 1, para 6.4.3.3.8)

A1.12.3.4. Does the NCC perform system diagnostics and set global alarm thresholds and system parameters? (AFI 33-115 Vol 1, para 6.4.3.3.10)

A1.12.3.5. **(#) Does the NCC utilize CITS NMS HP OpenView software to ensure optimum network performance (AFI 33-115, Vol I, para 6.4.3.3.11.2)**

-Monitoring bandwidth utilization for deviations above baselined threshold

-Monitoring router/switch performance for errors and collisions above baselined threshold

-Monitoring "up and down" events for fault isolation

-Monitoring HP open view system logs (alarm browser) and statistical data reports?

A1.12.3.6. **(#) Does the NCC ensure core systems have critical path redundancy? (AFI 33-115 Vol 1, para 6.4.3.3.11.2)**

A1.12.3.7. Does the NCC generate and update QC schedules and perform network/circuit QC testing and evaluation? (AFI 33-115 Vol 1, para 6.4.3.3.12.1)

A1.12.3.8. Does the NCC coordinate and deactivate alternate service once testing/PMIs are completed and original circuit/equipment is verified operational? (AFI 33-115 Vol 1, para 6.4.3.3.12.5)

A1.12.3.9. Does the NCC analyze QC performance trend analysis data (collected through NMS or out-of-service QC testing) to identify trends or patterns of circuit/system/network degradation, dispatch to and from user locations when required and generate and analyze outage reports? (AFI 33-115 Vol 1, para 6.4.3.3.12.6)

A1.12.4. **Security Management**

A1.12.4.1. **(#) Has the NCC configured the CITS NMS/BIP Suite IAW with the CITS NMS/ BIP Operations and Maintenance Manual and the Air Force CITS Configuration Management Plan? If not, has a DD Form 1694 (Request For Deviation/Waiver) been initiated to or approved by PACAF IAW Air Force CITS Configuration Management Plan instructions? (CITS NMS/BIP Preliminary Technical Manual)?**

A1.12.4.2. **(#) Are global parameters set to prevent the overall communications network from being adversely affected? (TO 31S5-4-2987-1 CITS NMS/BIP Preliminary Technical Manual)**

A1.12.4.3. **(#) Does the NCC enforce security policy IAW the SSAA? ? (AFI 33-115 Vol 1, para 6.4.3.4.1.1 and AFI 33-202 chapter 4)**

A1.12.4.4. **(#) Does the NCC conduct site certification for systems that have a Certificate of Networthiness, a Certificate to Operate, or have a type accreditation signed by the functional DAA? (AFI 33-202, para 4.5 and para 4.13)**

A1.12.4.5. Does the Wing IA office maintain historical documentation of all network and systems accreditation packages? (PACAF Supp 1 to AFI 33-202 para 2.10.1.8)

A1.12.4.6. **(#) Does the NCC identify weak configurations and security holes by auditing and monitoring events occurring on the network? (AFI 33-115 Vol 1, para 6.4.3.4.4)**

A1.12.4.7. **(#)Has the NCC configured Internet SafeSuite Scanner (ISS) and are they performing scans as directed by the PACAF NOSC? (PACAF Supp 1 to AFI 33-202 para 3.8.1.2 and PACAF Policy on ISS network Scanning and Vulnerability Reporting Memorandum data 07 Jun 02).**

A1.12.4.8. **(#)Has the NCC closed vulnerabilities within the timeline outlined in PACAF Policy on ISS Network Scanning and Vulnerability Reporting Memorandum? (PACAF Supp 1 to AFI 33-202 para 3.8.1.2 and PACAF Policy on ISS network Scanning and Vulnerability Reporting Memorandum data 07 Jun 02)**

A1.12.4.9. **(#) Does the NCC monitor audit and error logs for security violations and misuse? (AFI 33-115 Vol 1, para 6.4.3.4.6)**

A1.12.4.10. **(#) Does the NCC develop local procedures to report and respond to automated information systems and network stand-alone computer security and virus incidents according to AFSSI 5021? (AFI 33-115 Vol 1, para 6.4.3.4.7)**

A1.12.4.11. Does the NCC ensure all network users are aware the NCC has the technical means available to monitor, capture, and record/store all transmissions traversing its network? (AFI 33-115 Vol 1, para 6.4.3.4.8)

A1.12.4.12. **(#) Does the NCC execute automated scripts to test vulnerabilities and execute vulnerability procedures where no scripts are available (NFS, NIS, cracking password, etc.)? (AFI 33-115, para 6.4.3.4.11)**

A1.12.4.13. **(#) Does the NCC utilize CITS Enterprise Security Manager (ESM) to enforce network security policy and identify weak configurations and has it been configured IAW CITS NMS/BIP Operations and Maintenance Manual and PACAF Policy?**

A1.12.4.14. Does the NCC collect data on intrusion activity and intrusion reporting by system administrators and users using Air Force approved intrusion detection tools? (AFI 33-115 Vol 1, para 6.4.3.4.12)

A1.12.4.15. Does the NCC assist the system administrator in implementing countermeasures and firewall systems on targeted systems? (AFI 33-115 Vol 1, para 6.4.3.4.13)

A1.12.4.16. **(#) Does the NCC perform Air Force Computer Emergency Response Team (AFCERT) directed changes? (AFI 33-115 Vol 1, para 6.4.3.4.15)**

A1.12.4.17. **(#) Does the NCC ensure information systems are accredited according to AFSSI 5024 or DITSCAP? (AFI 33-115 Vol 1, para 6.4.3.4.16)**

A1.12.4.18. Does the NCC conduct daily traffic analysis, identify and characterize incidents, generate incident reports, and forward reports according to AFSSI 5021? (AFI 33-115 Vol 1, para 6.4.3.4.5)

A1.12.4.19. **(#) Does the NCC maintain automated security incident historical transaction tapes and logs? (AFI 33-115 Vol 1, para 6.4.3.4.17)**

A1.12.4.20. **(#) Does the NCC respond to network security incidents and reports according to AFSSI 5021 and PACAF NOSC directives? (AFI 33-115 Vol 1, para 6.4.3.4.5)**

A1.12.4.21. **(#) Does the NCC perform security damage assessment? (AFI 33-115 Vol 1, para 6.4.3.4.5)**

A1.12.4.22. **(#) Does the NCC identify and secure computer systems on an affected network? (AFI 33-115 Vol 1, para 6.4.3.4.19)**

A1.12.4.23. **(#) Does the NCC test for signs of hacker activity on other network systems? (AFI 33-115 Vol 1, para 6.4.3.4.20)**

A1.12.4.24. **(#) Does the NCC utilize CITS Intruder Alert (ITA) software to detect signs of hacker activity and has it been configured IAW CITS NMS/BIP Operations and Maintenance Manual and PACAF Policy?**

A1.12.4.25. **(#) Does the NCC inform system administrators and users on new system security practices to prevent similar occurrences? (AFI 33-115 Vol 1, para 6.4.3.4.20)**

A1.12.4.26. **(#) Does the NCC brief incidents as required by applicable AFIs, AFCERT advisories, and AFSSIs, and they provide technical support as requested? (AFI 33-115 Vol 1, para 6.4.3.4.21)**

A1.12.4.27. **(#) Are all foreign nationals approved for access to the network? (AFI 33-202, para 3.7)**

A1.12.5. **Help Desk (HD)**

A1.12.5.1. Does the HD monitor network management and system management system equipment? (AFI 33-115 Vol 1, para 6.4.4.1)

A1.12.5.2. Does the HD categorize, isolate, and resolve network problems? (AFI 33-115 Vol 1, para 6.4.4.1.2)

A1.12.5.3. Does the HD generate network management and system management systems reports?

(AFI 33-115 Vol 1, para 6.4.4.1.3)

A1.12.5.4. Does the HD utilize HP Openview Network Node Manager to generate network management and system management reports to? (AFI 33-115 Vol 1, para 6.4.4.1.3)

A1.12.5.4.1. Show trend analysis of network availability (up and down events)?

A1.12.5.4.2. Isolate network node faults that cause network latency (i.e. router collisions & errors and bandwidth utilization outside the normal baselined threshold).

A1.12.5.4.3. Generate a complete inventory of all nodes attached to the network.

A1.12.5.5. **(#) Does the HD monitor the help desk e-mail account and voice mail system?**

(AFI 33-115 Vol 1, para 6.4.4.1.4)

A1.12.5.6. **(#) Does the HD coordinate and respond to Air Force, DISA, and Joint monitoring centers' directions? (AFI 33-115 Vol 1, para 6.4.4.1.4)**

A1.12.5.7. **(#) Does the HD process and document customer trouble calls, monitor trouble ticket status, maintain trouble ticket database, and create trouble ticket status reports? (AFI 33-115 Vol 1, para 6.4.4.2.1)**

A1.12.5.8. **(#) Does the HD perform fault isolation by validating, isolating, and correcting faults and verify service restoral with customers? (AFI 33-115 Vol 1, para 6.4.4.2.2)**

A1.12.5.9. Does the HD process scheduled and authorized outages (AOs)? (AFI 33-115 Vol 1, para 6.4.4.3)

A1.12.5.10. Does the HD review AOs to determine base network service impacts, and coordinate with local users? (AFI 33-115 Vol 1, para 6.4.4.3.1)

A1.12.5.11. Does the HD prepare and submit AO messages using the CTO process spelled out in chapter 3 of the Special Instruction to the Communicator (SINC)? (AFI 33-115 Vol 1, para 6.4.4.3.1)

A1.12.5.12. Does the HD maintain AO schedules? (AFI 33-115 Vol 1, para 6.4.4.3.1)

A1.12.5.13. Does the HD implement service restoral plans? (AFI 33-115 Vol 1, para 6.4.4.4)

A1.12.5.14. Does the HD authenticate restoral requests and implement required actions? (AFI 33-115 Vol 1, para 6.4.4.4.1)

A1.12.5.15. Does the HD verify service restoral? (AFI 33-115 Vol 1, para 6.4.4.4.1)

A1.12.5.16. Does the HD coordinate completion of restoral plans with appropriate agencies? (AFI 33-115 Vol 1, para 6.4.4.4.1)

A1.12.5.17. **(#) Does the HD verify and submit required Air Force and DISA reports on work center HAZCONs and major communication outages to appropriate agency? (AFI 33-115 Vol 1, para 6.4.4.5.1)**

A1.12.6. **Functional System Administrator (FSA)**

A1.12.6.1. Is the FSA qualified to perform the functions defined for all NM areas? (AFI 33-115 Vol 1, para 6.4.5.1)

A1.12.6.2. Does the FSA maintain certification? (AFI 33-115 Vol 2)

A1.12.6.3. Has the FSA assumed responsibilities delegated by the NCC or CSO to optimize communication infrastructure performance and quality of service? (AFI 33-115 Vol 1, para 6.4.5.1)

A1.12.6.4. Has the FSA consolidated systems administration duties within an organization or a building, if possible, and merged them with the NCC — based on a SLA? (AFI 33-115 Vol 1, para 6.4.5.1)

A1.12.6.5. Does the FSA ensure servers, workstations, peripherals, communication devices, and operating system/application software are properly configured for network operation, are on-line, and are available to customers? (AFI 33-115 Vol 1, para 6.4.5.2)

A1.12.6.6. Did the FSA establish contingency procedures, such as manual backup, reallocation of resources, and sharing assets, for systems critical to mission accomplishment? (AFI 33-115 Vol 1, para 6.4.5.4)

A1.12.6.7. Does the FSA define application ownership and determine who has permission to read, write, and execute? (AFI 33-115 Vol 1, para 6.4.5.7)

A1.12.6.8. Does the FSA plan for short-term and long-term loss of system hardware and software? (AFI 33-115 Vol 1, para 6.4.5.9)

A1.12.6.9. **(#) Has the FSA and network security manager decided on contingency plans in case of the FSA's absence. This may involve having another FSA, administer the system remotely? (AFI 33-115 Vol 1, para 6.4.5.9)**

A1.12.6.10. **(#) Does the FSA monitor the network and the system efficiency including performance of routine system maintenance, such as backing up or archiving files and adding software updates?(e.g., finding and resolving system bottlenecks)? (AFI 33-115 Vol 1, para 6.4.5)**

A1.12.6.11. Does the FSA serve as the system trouble-shooter, a critical role in keeping the system operational, and contacting the NCC for hardware maintenance when necessary? (AFI 33-115 Vol 1, para 6.4.5.12)

A1.12.6.12. **(#) Does the FSA work with the NCC and ISSO to implement network security policies and procedures as outlined in the SSAA? (AFI 33-115 Vol 1, para 6.4.5.13)**

A1.12.6.13. Does the FSA monitor system security and change passwords periodically? (AFI 33-115 Vol 1, para 6.4.5.13)

A1.12.6.14. **(#) Does the FSA's area of responsibility include the user's terminal and the corresponding servers, but does not include the base network backbone infrastructure components? (AFI 33-115 Vol 1, para 6.4.5.16)**

A1.12.6.15. Does the FSA maintain access control to the network, and add, remove and modify user profiles? (AFI 33-115 Vol 1, para 6.4.5.16.1)

A1.12.6.16. Does the FSA monitor daily e-mail activity and create and update NCC controlled mail lists in the directory? (AFI 33-115 Vol 1, para 6.4.5.16.4)

A1.12.6.17. Does the FSA distribute standard and base-level software release documents to users? (AFI 33-115 Vol 1, para 6.4.5.16.7)

A1.12.6.18. Does the FSA maintain WWW home pages established by the NCC? (AFI 33-115 Vol 1, para 6.4.5.16.8)

A1.12.7. **Workgroup Manager (WM)**

A1.12.7.1. Does the WM comply with systems administrator and NCC policies? (AFI 33-115 Vol 1, para 6.4.6.2)

A1.12.7.2. Does the FSA maintain certification? (AFI 33-115 Vol 2)

A1.12.7.3. Does the WM configure user software, modifies software configuration, and performs basic configuration management functions? (AFI 33-115 Vol 1, para 6.4.6.4)

A1.12.7.4. **(#) Does the WM provide limited software application assistance for commonly used office automation applications purchased from standard Air Force support contracts? (AFI 33-115 Vol 1, para 6.4.6.8)**

A1.12.7.5. **(#) Does the WM perform e-mail address group maintenance; create, modify, and delete directories, and move files from one media to another? (AFI 33-115 Vol 1, para 6.4.6.9)**

A1.12.7.6. Does the WM perform initial system diagnostics and trouble shooting of systems assigned to them? (AFI 33-115 Vol 1, para 6.4.6.10)

A1.12.7.7. Does the WM assign, modify, and delete passwords and user privileges? (AFI 33-115 Vol 1, para 6.4.6.13)

A1.12.7.8. Does the WM report security breaches, distribute security information, and perform risk analysis as necessary? (AFI 33-115 Vol 1, para 6.4.6.14)

A1.12.7.9. Does the WM send properly documented computer requirements to the base CSO for action? (AFI 33-115 Vol 1, para 6.4.6.15)

A1.12.7.10. Does the WM notify the unit ADP Equipment Custodian (EC) of any hardware relocation? (AFI 33-115 Vol 1, para 6.4.6.17)

A1.12.7.11. Does the WM obtain an implementation checklist from the MAJCOM, CSO, NCC, SA, before installing equipment? (AFI 33-115 Vol 1, para 6.4.6.18)

A1.12.7.12. Does the WM isolate and resolve organizational computer problems within their own abilities, the FSA, and applicable service contract before seeking assistance from the NCC? (AFI 33-115 Vol 1, para 6.4.6.19)

A1.12.7.13. Does the WM document integration and interoperability deficiencies and request help from the CSO? (AFI 33-115 Vol 1, para 6.4.6.25) (Note: If the problem does not lie within the capabilities of the CSO, users may have to fund for integration/interoperability problem resolution from a contracted source.)

A1.12.7.14. Does the WM validate computer equipment requirements the unit ADP EC submits? (AFI 33-115 Vol 1, para 6.4.6.26)

A1.12.7.15. Does the WM work with the FSA to ensure network management procedures comply with contracting documents? (AFI 33-115 Vol 1, para 6.4.6.28)

A1.12.7.16. Does the WM report computer resources to the organization ADP EC at least 120 days in advance of the equipment becoming excess? (AFI 33-115 Vol 1, para 6.4.6.32)

A1.12.7.17. Does the WM promote user awareness concerning unauthorized or illegal use of computer hardware and software? (AFI 33-115 Vol 1, para 6.4.6.33)

A1.12.7.18. Does the WM identify organization deficiencies and operational needs that computer use can solve? (AFI 33-115 Vol 1, para 6.4.6.34)

A1.12.7.19. Does the WM plan support for deployments (Ref: AFIs 10-403 and 33-104)? (AFI 33-115 Vol 1, para 6.4.6.35)

A1.12.7.20. Does the WM establish maintenance reporting procedures according to instructions provided by the CSO? (AFI 33-115 Vol 1, para 6.4.6.37)

A1.12.7.21. **(#) After the software is approved by the DAA, does the WM ensure organizations do not use shareware or public domain software until the CSO certifies it to be free of viruses, hidden defects, and obvious copyright infringements? (AFI 33-115 Vol 1, para 6.4.6.38)**

A1.12.7.22. **(#) Does the WM ensure correct management of records created by or stored on computers by coordinating with the unit records manager? These records include information for official use only or information subject to the Privacy Act of 1974. (AFI 33-115 Vol 1, para 6.4.6.40)**

A1.12.8. **Training**

A1.12.8.1. **(#) Does the NCC report training status IAW AFI 10-201 and PACAF/SC Policy Letter NOSC and NCC Training, Certification, and SORTS Reporting, dated 12 July 2000?**

A1.12.8.2. **(#) Does the NCC ensure WMs train and license network users prior to granting network access? (AFI 33-115 Vol 2, para 4.1)**

A1.12.8.3. **(#) Does NCC ensure Network Professionals are certified and Network users are licensed. (AFI 33-115 Vol 2)**

A1.12.8.4. Does the NCC qualify entry level personnel to perform tasks as journeymen and supervisors and support follow-on qualification training and certification? (AFI 33-115 Vol 1, para 7.2)

A1.12.8.5. Does the NCC use AFI 36-2201, to guide training program development, implementation, and maintenance? (AFI 33-115, para 7.2.2)

A1.12.8.6. **(#) Does the NCC reduce the need for local training modules or learning guides by using Air Force on-the-job training products (see AFIND-8)? (AFI 33-115, para 7.3)**

A1.12.8.7. If existing Air Force job qualification standards or qualification training packages are not adequate, does the NCC supplement them with local guides? (AFI 33-115 Vol 1, para 7.3)

A1.12.8.8. **(#) Do NCC personnel receive both general and technical information protection training? (AFI 33-115 Vol 1, para 7.4)**

A1.12.8.9. **(#) Does the NCC use all possible avenues of training delivery to achieve and maintain quality of service? (AFI 33-115 Vol 1, para 7.5)**

A1.12.8.10. **(#) Does the NCC ensure that people who attend commercial training courses develop training modules and learning guides? (AFI 33-115 Vol 1, para 7.5)**

A1.12.8.11. **(#) Does the NCC ensure NM areas subordinate to the NCC (i.e., FSA and WM) receive adequate training prior to being assigned duties in any NM area? (AFI 33-115 Vol 1, para 7.6)**

A1.12.8.12. **(#) Does the NCC provide education and training to base computer users? (AFI 33-115 Vol 1, para 7.7)**

A1.12.8.13. Does the NCC ensure operators, WMs, and FSAs, each receive a level of instruction commensurate with their duties and responsibilities? (AFI 33-115 Vol 1, para 7.7.1)

A1.12.8.14. **(#) Does the NCC draft and distribute customer education letters or handbooks, conduct customer training surveys, and advertise training availability? (AFI 33-115 Vol 1, para 7.7.2)**

A1.12.8.15. Does the NCC prepare training outlines and course material; train instructors; prepare class schedules; schedule customers for training; configure computers for specific courses; and conduct customer training classes? (AFI 33-115 Vol 1, para 7.7.3)

A1.12.8.16. Does the NCC conduct evaluations to see if training meets the customers needs and develop and maintain a base reference library for hardware and software applications? (AFI 33-115 Vol 1, para 7.7.4)

A1.13. Information Protection Assessment and Assistance Program (IPAP) Criteria

A1.13.1. **Computer Security (COMPUSEC) Program Management**

A1.13.1.1. **(#) Has the Wing IA office developed a COMPUSEC program? (AFI 33-202 para 2.10 and PACAF Supp 1 to AFI 33-202 para 2.10.1.8)**

A1.13.1.2. **(#) Has a Designated Approving Authority (DAA) been identified for each system/network? (AFI 33-202, para 3.2)**

A1.13.1.3. Has the DAA provided approval to operate via ICTO or CTO for all AISs/Networks prior to their operational use? (AFI 33-123 para 3.3).

A1.13.1.4. Has each base organization (including each tenant MAJCOM, field operating agency (FOA), and direct reporting unit (DRU)) designated a unit COMPUSEC manager to oversee the program? (AFI 33-202, para 2.11)

A1.13.1.5. If the unit COMPUSEC manager has deemed it necessary to designate Computer Systems Security Officer (CSSO), have they been identified and are unit personnel aware of who they are? (NOTE: CSSO requirements that follow apply to the unit COMPUSEC manager if no CSSOs exist) (AFI 33-202, para 2.11)

A1.13.1.6. Has an effective COMPUSEC program been established within each base organization? (NOTE: An effective program ensures all systems meet security requirements and are accredited to operate.) (AFI 33-202, para 2.11.1)

A1.13.1.7. Are the necessary COMPUSEC publications on hand (e.g., AFSSI, AFI, AFMAN, AFPD, etc.)?

A1.14. CERTIFICATION & ACCREDITATION

A1.14.1. **(#) Is a copy of the certification package (i.e., System Security Authorization Agreement (SSAA)) on file? (DoD 8510.1-M and AFI 33-202)**

A1.14.2. **(#) Does the SSAA include:**

A1.14.2.1. **(#) Certifying official's accreditation recommendation? (DoD 8510.1-M and AFI 33-202)**

A1.14.2.2. **(#) DAA's accreditation letter? (DoD 8510.1-M and AFI 33-202)**

A1.14.3. **(#) Are there any interim accreditation on file that are older than 1 year? (DoD 8510.1-M and AFI 33-202)**

A1.14.4. For systems that have interim accreditation, is progress being made to clear deficiencies according to the revised certification and accreditation (C&A) schedule? (DoD 8510.1-M and AFI 33-202)

A1.14.5. Are all interim approvals based on the system's support of a critical mission that mandates its immediate operation? NOTE: The critical mission must be documented in the updated C&A plan (DoD 8510.1-M and AFI 33-202)

A1.14.6. Are systems recertified/reaccredited every 3 years, or when significant changes are made to the system? (DoD 8510.1-M and AFI 33-202)

A1.14.7. Does the MAJCOM/Wing IP Office have controls in place to collect and report accreditation information? (DoD 8510.1-M and AFI 33-202)

A1.15. SYSTEM PROCESSING

A1.15.1. **(#) Are Notice and Consent to Telecommunications Monitoring banners displayed during log-in to all AISs? (AFI 33-219, paras 10.2 and A2.3.5 and AFI 33-2, para 3.15)**

A1.16. ACCOUNTABILITY

A1.16.1. **(#) Are the following password management requirements being met:**

A1.16.1.1. **(#) Composition: non-dictionary words; use at least eight alphanumeric, upper & lower case characters, numbers, and special characters whenever possible? (AFMAN 33-223, para 2.4)**

A1.16.1.2. **(#) Life-cycle: changed every 90 days? (AFMAN 33-223, para 2.6)**

A1.16.1.3. **(#) Protection/storage: protect as FOUO or classification of system? (AFMAN 33-223, para 3.3)**

A1.17. MALICIOUS LOGIC

A1.17.1. **(#) Is anti-viral software installed and used on all systems and networks? (AFI 33-202, para 3.13.1)**

A1.17.2. Do procedures to obtain, distribute, and install changes to anti-virus software exist? (AFI 33-202, 3.13.6)

A1.17.3. Is anti-viral software (i.e., software engine and data/signature files) updated as soon as changes are available? (AFI 33-202, para 3.13.6)

A1.17.4. **(#) Are malicious logic attacks properly reported? (AFI 33-202, para 3.16)**

A1.18. VULNERABILITIES/INCIDENTS DETECTION, REPORTING, AND COUNTERING

A1.18.1. **(#) Do CSSOs/system administrators receive, review, and implement countermeasures for (where appropriate) ASSIST/AFCERT-identified technical vulnerabilities (via ASSIST Bulletins and AFCERT Advisories? (AFI 33-202, para 2.11.3.7)**

A1.18.2. Does the CSSO perform an initial evaluation of each vulnerability or incident, begin corrective or protective measures, and report them according to AFSSI 5021, Vulnerability and Incident Reporting? (AFI 33-202, para 2.11.3.5)

A1.19. INFORMATION ASSURANCE (IA) AWARENESS PROGRAM

A1.19.1. **(#) Has the senior communications officer or commander designated, in writing, primary and alternate individuals within the wing IA office to manage the wing IA awareness program? (AFI 33-205, para 13.1)**

A1.19.2. Has the host wing IA office ensured IA awareness is available for all wing and tenant IA awareness managers? (AFI 33-204, para 14.1)

A1.20. AIR FORCE INFORMATION PROTECTION METRICS

A1.20.1. **(#) Is the annual RCS: HAF-SC (A) 9604, Annual Assessment of Air Force Information Protection Report being sent to the MAJCOM IP Office, then to HQ AFCA NLT 15 January of each calendar year? (AFPD 33-2, para 3)**

A1.21. MESSAGING CENTERS

A1.21.1. **General**

A1.21.1.1. Is a local configuration management database prepared and updated? (AFI 33-3, Sec A, para 1.5.3)

A1.21.1.2. Is a help desk service (customer service) established to resolve user problems and concerns? (AFI 33-113, Sec A, para 1.5.7)

A1.21.1.3. **(#) Are local alternate routing procedures established to ensure high priority users have the capability of establishing associations with at least two subordinate message transfer agents (SMTA)? (AFI 33-113, Sec A, para 1.5.9)**

A1.21.1.4. Is a station log maintained to record significant events? (AFI 33-113, paras 1.5.11 and 3.5)

A1.21.1.5. **(#) Are local procedures for notification of MINIMIZE established? (AFI 33-113, Sec A, para 1.5.12)**

A1.21.1.6. Is an on-the-job training program maintained? (AFI 33-113, Sec A, para 1.5.17)

A1.21.1.7. Is a customer education program established? (AFI 33-113, Sec A, para 1.5.18)

A1.21.1.8. Do destruction facilities meet the needs of the messaging center (MC) and data processing center (DPC)? (AFI 33-113, Sec A, para 1.5.19)

A1.21.1.9. **(#) Are letters and/or memorandums of agreements, and internal procedures in-place with customers to meet all messaging needs (e.g., alternate delivery points, after hours notification)? (AFI 33-113, Sec A, para 1.5.21)**

A1.21.1.10. (#) Are sub-registration authorities (SRA), organizational registration authorities (ORA), and mail list (ML) control authorities (CA) appointed (NCCs only)? (AFI 33-113, Sec A, para 1.5.22)

A1.21.1.11. Have standard operating procedures (SOP) been developed for the administration and use of the various regional level components within the area of responsibility (AOR)? (AFI33-113, Sec A, para 1.6.1)

A1.21.1.12. **(#) Are system backups and recoveries performed? (AFI 33-113, Sec A, para 1.6.7)**

A1.21.2. **Messaging Center and Data Processing Center Facility Management**

A1.21.2.1. **(#) Have local procedures been established for physical and Information Protection? (AFI 33-113, Sec B, para 2.1)**

A1.21.2.2. **(#) Are safety and fire practices and procedures set up? (AFI 33-113, Sec B, para 2.2)**

A1.21.2.3. **(#) Have contingency operation plans been developed? (AFI 33-113, Sec B, para 2.5)**

A1.21.3. **Messaging Center and Data Processing Center Operations Management**

A1.21.3.1. **(#) Are local procedures for alternate routing of messaging traffic set up? (AFI 33-113, Sec C, para 3.3)**

A1.21.3.2. **(#) Are procedures in-place to ensure Automatic Digital Network (AUTODIN) address indicator group (AIG) case files remain current at all times? (AFI 33-113, Sec C, para 3.6)**

A1.21.3.3. **(#) Are local procedures for MINIMIZE established IAW ACP 121USSUP1 [C], Communications Instructions-General [U]? (AFI 33-113, Sec C, para 3.8)**

A1.21.4. **Messaging Center and Data Processing Center Software Processing**

A1.21.4.1. Do units notify the software support office when a software upgrade is implemented? (AFI 33-113, Sec D, para 4)

A1.21.4.2. Do units notify the applicable software support office of software patch within 24 hours of patch implementation? (AFI 33-113, Sec D, para 5.3)

A1.21.5. **Telecommunications Center Message Handling Procedures**

A1.21.5.1. **Incoming Message Processing**

A1.21.5.1.1. **(#) Are all incoming messages processed in order of precedence on a First-in-first-out basis? (AFI33-113, Sec E, para 7.1.1)**

A1.21.5.1.2. **(#) Are all personnel aware of the "UNAUTHORIZED DISCLOSURE" Statement in AFI 33-113,Sec E, para 7.1.2? (AFI 33-113, Sec E, para 7.1.2)**

A1.21.5.1.3. Are procedures in place for notification on the receipt of an emergency command precedence message (e.g., emergency action message [EAM], FLASH messages). (AFI 33-113, Sec E, para 7.1.6)

A1.21.5.1.4. Is AF Form 3530, Special or Limited Distribution Message Envelope; used for all messages requiring special handling designator, special delivery instructions, or other caveats restricting distribution? (AFI 33-113, Sec E, para 7.1.9)

A1.21.5.1.5. Is AF Form 3531, Message Delivery Register; maintained on all messages that required a receipt? (AFI 33-113, Sec E, para 7.1.10)

A1.21.5.1.6. **(#) Are there local procedures for the control and delivery of TOP SECRET, SPECAT, PERSONAL FOR, DBMS EYES ONLY, CNWDI, INSPECDIS, and EWIR messages? (AFI 33-113, Sec E, paras 7.1.12-7.1.17)**

A1.21.5.1.7. Are general messages addressed to the TCC logged on AF Form 3532, General Message Record; and filed sequentially? (AFI 33-113, Sec E, para 7.1.18)

A1.21.5.1.8. **(#) Are current (quarterly) message management letters on file at the MC? (AFI 33-113, Sec E , para 7.1.4 and para 7.1.20)**

A1.21.5.2. **Outgoing Message Processing**

A1.21.5.2.1. **(#) Are all outgoing messages processed in order of precedence on a first-in-first-out basis? (AFI33-113, Sec E, para 7.2.2)**

A1.21.5.2.2. Is the table of contents (TOC) cycle redundancy check (CRC) number on the releasing document verified against the internal TOC CRC on the diskette before transmission? (AFI 33- 115, Sec E, para 7.2.6)

A1.21.5.2.3. **(#) Is personnel handling of SPECAT and other special handling messages kept to a minimum? (AFI33-113, Sec E, para 7.2.11)**

A1.21.5.2.4. Are local procedures established for the processing of ECP messages (EAM, FLASH, etc.), EXCLUSIVE FOR, SIOP-ESI, TOP SECRET, PERSONNEL FOR, EWIR, CNWDI, INSP-ECDIS, and DBMS EYES ONLY? (AFI 33-113, Sec E, para 7.2.11 and 7.2.11.1)

A1.21.5.2.5. **(#) Are all diskettes scanned for viruses? (AFI 33-113, Sec E, para 7.2.13)**

A1.21.5.2.6. **(#) Are there local procedures established for correcting message errors (i.e., incomplete or incorrect address element which the TCC cannot correct, security mismatch, etc.)? (AFI 33-113, Sec E, para 7.4)**

A1.21.6. **Message Terminal Operations**

A1.21.6.1. **(#) Are local procedures established for customer-operated terminals? (AFI 33-113, Sec F, para 8.5)**

A1.21.7. **Storage Media Management**

A1.21.7.1. Are procedures set up to cover control, security, and upkeep of all storage media? (AFI 33-133, Sec G, para 9.1)

A1.21.7.2. Are backup critical programs, disk resident files, system software routines, production programs, and data files on tape and stored in a secure location away from the facility? (AFI 33-133, Sec G, para 9.4.2.3)

A1.21.7.3. **(#) Have on-site and off-site storage areas been established? (AFI 33-113, Sec G, para 9.4.3)**

A1.21.8. **Architecture and Staffing**

A1.21.8.1. **(#) Has the Communication Squadron developed strategies to eventually physically consolidate the telecommunications center (TCC) and NCC upon elimination of the legacy AUTODIN TCCs? (AFI 33-113, Sec H, para 10.1.1 and 10.1.2)**

A1.21.9. **Network Control Center Help Desk**

A1.21.9.1. **(#) Are trouble tickets used to document trace requests? (AFI 33-113, Sec I, para 11.2.3)**

A1.21.9.2. Are message originators notified of the final results of the trace action? (AFI 33-113, Sec I, para 11.2.4)

A1.21.10. **Message Retention**

A1.21.10.1. **(#) Are user responsibilities for message retention covered in the customer education guide? (AFI33-113, Sec I, para 11.3 and AFI 33-113, Sec A, para 1.5.18)**

A1.21.11. **Alternate Routing/Delivery Points**

A1.21.11.1. **(#) Have organizational user accounts not manned on a 24 hour, 7 day basis (24/7) arranged for an alternate delivery point for high-priority traffic when not manned? (AFI 33-113, Sec B, para 11.4.1)**

A1.21.11.2. Are user responsibilities for alternate routing/delivery points covered in the customer education guide? (AFI 33-113, Sec I, para 11.4 and AFI 33-113, Sec A, para 1.5.18)

A1.21.12. **Releasing Authority**

A1.21.12.1. **(#) Are Releasing Authority responsibilities covered in the customer education guide? (AFI 33-113, Sec I, para 11.5 and AFI 33-113, Sec A, para 1.5.18)**

A1.21.13. **Fault Reporting and Analysis**

A1.21.13.1. **(#) Have fault reporting and analysis procedures been established? (AFI 33-113, Sec I, para 11.6)**

A1.21.14. **Configuration Management**

A1.21.14.1. **(#) Have configuration management procedures been established? (AFI 33-113, Sec I, para 11.7)**

A1.21.15. **Performance Management**

A1.21.15.1. **(#) Have performance management procedures been established? (AFI 33-113, Sec I, para 11.8)**

A1.21.16. **Data Collection**

A1.21.16.1. **(#) Have data collection procedures been established? (AFI 33-113, Sec I, para 11.9)**

A1.21.17. **DMS Messaging**

A1.21.17.1. **(#) Do network control centers (NCC) configure and audit security logs for Defense Message System (DMS) components (NCCs only)? (AFI 33-113, Sec A, para 1.5.2)**

A1.21.17.2. **(#) Are procedures in-place to coordinate base connectivity interruptions to the DMS infrastructure with the servicing regional operations and security center (ROSC)? (AFI 33-113, Sec A, para 1.5.10)**

A1.21.17.3. **(#) Are all DMS system and equipment changes coordinated with the DMS-AF Program Management Office (PMO) and the Defense Information Systems Agency (DISA) (NCCs only)? (AFI 33-113, Sec A, para 1.5.14)**

A1.21.17.4. Is an on-the-job training program maintained? (AFI 33-113, Sec A, para 1.5.17)

A1.21.17.5. Is a customer education program established? (AFI 33-113, Sec A, para 1.5.18)

A1.21.17.6. Has the NCC assigned a system administrator (SA) for each DMS component (NCCs only)? (AFI 33-113, Sec A, para 1.6)

A1.21.17.7. **(#) Are procedures in-place to ensure DMS ML case files remain current at all times? (AFI 33-113, Sec C, para 3.6)**

A1.21.17.8. Is PACAF/SCP, HQ SSG/SIDI, and HQ SSG/DIGC addressed on all DMS deficiency processing correspondence? (AFI 33-113, Sec D, para 5.1)

A1.21.17.9. **(#) Are local procedures established for customer-operated terminals? (AFI 33-113, Sec F, para 8.5)**

A1.21.17.10. **(#) Has each activity maintaining a local-level DSA established a shadowing agreement with at least one other local-level DSA? (AFI 33-113, Sec H, para 10.3.2)**

A1.21.17.11. Is the policy on restricting Directory Browsing to the performance of official duties publicized? (AFI 33-113, Sec H, para 10.4)

A1.21.17.12. **(#) Are daily incremental backups kept for 1 weekly backup cycle? (AFI 33-113, Sec I, para 11.1.1)**

A1.21.17.13. **(#) Are weekly full backups retained for two cycles and rotated to an off-site location? (AFI 33-113, Sec I, para 11.1)**

A1.21.17.14. **(#) Are the original copies of all DMS software and operating system programs sent to the off-site location? (AFI 33-113, Sec I, para 11.1.4)**

A1.21.17.15. **(#) Are user responsibilities for message retention covered in the customer education guide? (AFI33-113, Sec I, para 11.3 and AFI 33-113, Sec A, para 1.5.18)**

A1.21.17.16. **(#) Have organizational user accounts not manned on a 24 hour, 7 day basis (24/7) arranged for an alternate delivery point for high-priority traffic when not manned? (AFI 33-113, Sec B, para 11.4.1)**

A1.21.17.17. Have DMS clients who are not manned 24/7, implemented an auto-forward capability to ensure delivery of URGENT messages to a 24/7 point of contact (POC)? (AFI 33-113, Sec B, para 11.4.4)

A1.21.17.18. Are user responsibilities for alternate routing/delivery points covered in the customer education guide? (AFI 33-113, Sec I, para 11.4 and AFI 33-113, Sec A, para 1.5.18)

A1.22. AUTOMATED DATA PROCESSING EQUIPMENT (ADPE) MANAGEMENT

A1.22.1. **(#) Are Equipment Control Officers (ECOs) appointed in writing by the unit commander? (AFI33-112, para 10.1)**

A1.22.2. **(#) Is the Information Processing Management System (IPMS) used for ADPE accountability? (AFI33-112, para 25.1)**

A1.22.3. Is maintenance of ADPE tracked using the AF Form 597? (AFI33-112, para 29)

A1.22.4. Prior to transferring excess ADPE, are approval and disposition instructions provided by the MAJCOM? (AFI33-112, para 33.3)

A1.22.5. **(#) Are custodians aware of their duties and responsibilities in accounting for ADPE? (AFI33-112, para 11 and all subparagraphs)**

A1.22.6. **(#) Has an Organizational Computer Manager (OCM) been appointed, in writing, who is responsible for computer issues within the unit? (AFI33-112, para 8 and all sub paragraphs)**

A1.22.7. **(#) Is ADPE identified by bar code label attached to each piece of accountable equipment? (AFI33-112, para 24.1)**

A1.22.8. **(#) Are security accreditation actions taken prior to using computer resources? (AFI33-112, para 14.1)**

A1.22.9. Are contractor personnel being identified as equipment custodians or as an accountable officer as the contract specifies? (AFI33-112, para 15.1)

A1.22.10. **(#) Is the ECO completing all actions necessary to ensure accountability of ADPE assigned to his/her area of responsibility? (AFI33-112, para 10 and all sub paragraphs)**

A1.22.11. (#) Does the ECO complete annual base-wide recertifications by account, monitor and assist unit equipment custodians in ADPE responsibilities, monitor status of report of survey, prepares report of excess equipment and completes paperwork for equipment turn-in? (AFI 33-115 Vol 1, para 6.4.3.1.25.4)

A1.22.12. Does the ECO determine repair cost-effectiveness and submit cost estimate for equipment maintenance, process AF Forms 9 in conjunction with the plans and programs function? (AFI 33-115 Vol 1, para 6.4.3.1.25.5)

A1.23. GENERAL CORE AUTOMATED MAINTENANCE SYSTEM (CAMS)

A1.23.1. **Staff Management (COM/CMSF/CISF)**

A1.23.1.1. **(#) Do maintenance personnel have access to CAMS via remote terminal or a suitably equipped personal computer? (AFI 21-116, para 2.17)**

A1.23.1.2. Has a CAMS POC been appointed to support the unit, coordinate with the CAMS Host Data Base Manager (DBM), and MAJCOM POC? (AFI 21-103, para 6.5.1, AFCSM 21-556 Vol 2, para 2.2.1.2, and AFI 21-116, para 4.19.1.1)

A1.23.1.3. Are managers using CAMS to control their resources, schedule maintenance actions, document maintenance actions and establish visibility of equipment outages? (AFI 21-116, para 2.17.2)

A1.23.1.4. Is CAMS maintenance action documentation evaluated as part of the Maintenance Standardization Evaluation Program? (AFI 21-116, para 5.17.4.3.1.3, AFCSM 21-556 Vol 2, AFCSM 21-560 Vol 2, AFCSM 21-563 Vol 2, AFCSM 21-566 Vol 2, and TO 00-20-2)

A1.23.2. **Maintenance Control/Maintenance Support**

A1.23.2.1. If a Maintenance Data Systems Analyst (2R0X1) is not assigned, does Maintenance Control act as the focal point (unit CAMS POC) for all CAMS database problems and CAMS support issues (unit/base/MAJCOM)? (AFI 21-116, para 4.6.25 and AFI 21-103, para 6.5.1)

A1.23.2.2. **(#) Is equipment status entered and updated as soon as events occur? (AFI 21-116, para 4.16.1.1, AFCSM 21-556 volume 2, para 2.2, and AFCSM 21-560 Vol 2, para 1.1)**

A1.23.2.3. Does Maintenance Control ensure CAMS reflects an accurate inventory of all reportable equipment? (AFI 21-116, paras 4.6.5 and 4.6.20, and AFI 21-103, para 6.5.1)

A1.23.2.4. Are status and inventory changes reported using procedures and screens prescribed for that purpose (TRICs: COX, EUC, CEL, and PGC) in AFCSM 21-560 Vol 2? (AFI 21-103, para 6.5.1)

A1.23.2.5. Is control of scheduled maintenance/preventive maintenance inspections being affected using available/applicable CAMS on-line capabilities to load/change/delete inspections/ time changes? (AFCSM 21-566 Vol 2, para 2.1 and AFI 21-116, paras 4.10 and 4.11)

A1.23.2.6. **(#) Is the status of active/deferred discrepancies reconciled with Materiel Control? (AFI 21-116, para 4.6.21)**

A1.23.2.7. **(#) Is equipment status being accurately reflected in CAMS to include comments about the problem, actions taken/pending, including the required supply delay information? (AFI 21-116, paras 4.6.5, 4.7.2.3, and 4.17, AFI 21-103, para 6.6, atchs 6 and 7, and AFI 21-103 PACAF Sup 1)**

A1.23.2.8. **(#) Are CAMS background reports such as PMI and TDI listings generated and provided to work centers to review and update, ensuring Maintenance Control has an accurate CAMS visibility of all scheduled maintenance activities? (AFCSM 21-560 Vol 2, para 4.1, AFCSM 21-566 Vol 2, para 4.1, and AFI 21-116, paras 4.6.5, 4.6.16, and 4.6.18)**

A1.23.2.9. **(#) Are CAMS sequence codes being used to upgrade or downgrade status from the originally entered status? (AFI 21-103, para 6.6)**

A1.23.2.10. Does Maintenance Support perform trend and deficiency analysis using various information sources, including CAMS products? (AFI 21-116, paras 5.19 and 5.20)

A1.23.2.11. Does the Maintenance Control supervisor provide timely and thorough maintenance data systems training to maintenance control personnel? (AFI 21-116, para 4.2.1.4)

A1.23.3. **Work Center Supervisors**

A1.23.3.1. **(#) Are communications equipment inventory reconciliation between Supply (CA/CRL) and CAMS (EIL) performed triennially (three times a year) or as soon as practical for unmanned sites to ensure reportable (equipment with a Standard reporting Designator (SRD) are being properly loaded/deleted and maintained in the CAMS data base? (AFI 21-116, para 6.7.2.3, AFI 21-103, para 6.5.1, and AFI 21-103 PACAF1, para 6.2.1.1)**

A1.23.3.2. **(#) Is the CAMS Job Data Documentation subsystem being used to document maintenance actions? (AFI 21-116, para 2.17)**

A1.23.3.3. **(#) Are deferred jobs being reviewed, supply status reconciled with Material Control, and delay comments appended to status in CAMS? (AFI 21-116, para 6.7.2.5, AFI 21-103, para 6.6.4, and AFI 21-103 PACAF1, para 6.6.7)**

A1.23.3.4. **(#) When normal trouble reporting is bypassed and system operators notify the work center first and Maintenance Control second, are technicians providing Maintenance Control an initial status report once the nature of the outage is verified and is it promptly reflected in CAMS? (AFI 21-116, para 6.7.2.2.1 and AFI 21-103, para 6.5.1)**

A1.23.3.5. **(#) Is equipment (includes spares) loaded/gained in CAMS when maintenance responsibility is accepted and deleted/lost in CAMS when relieved of maintenance responsi-**

bility? (AFI 21-116, para 6.7.2.3, AFI 21-103, para 6.5.1, and AFCSM 21-560 Vol 2 (Ref. TRIC: CEL))

A1.23.3.6. **(#) Are technicians providing Maintenance Control with the proper Work Unit Code (WUC) to identify the component causing the problem and requiring the associated repair action for a system or equipment end item? (AFI 21-116, para 6.6.10, AFI 21-103, para 6.6.6, and AFI 21-103 PACAF1, para 6.6.6.1)**

A1.23.4. **Logistics and Contract Maintenance Support**

A1.23.4.1. **(#) Are contractor statement of work (SOW)/performance work statements (PWS) written to include required maintenance data collection as it may apply to the contractor or COM/CMSFs? (AFI 21-116, para 5.26.3, 5.25.2, 5.25.3, 6.7, and 6.8)**

A1.24. PERSONAL WIRELESS COMMUNICATIONS SYSTEMS (PWCS) MANAGEMENT

A1.24.1. Does the PWCS Manager ensure an annual recertification of any PWCS maintenance service contract with the PWCS data inventory TRS and accomplish a reconciliation 30-60 days prior to contract/option award date, if applicable? (AFI 33-106, para 4.6.5)

A1.24.2. Does the base PWCS manager maintain a PWCS continuity folder using AFI 33-106 attach 2 as a guide? (AFI 33-106, Atch 2)

A1.24.3. **(#) Do PWCSs requiring communications security (COMSEC) or data encryption use National Security Agency (NSA) approved security devices? (AFI 33-106, para 4.7.4)**

A1.24.4. **(#) Do PWCS managers use only keying material produced by NSA and accounted for and distributed in the COMSEC material control system? (AFI 33-106, para 4.7.4.1)**

A1.24.5. Do PWCS managers establish needs for data encryption standard keying materials prior to the required use date? (AFI 33-106, para 4.7.4 and 4.12.3.12)

A1.24.5.1. Do PWCS managers maintain COMSEC -equipped PWCSs according to Air Force Special Purpose Operational Logistics Combinations (AFSAL)/National Telecommunications Information System Security Instruction (NTISSI) 3005? (AFI 33-106, para 4.7.4.2)

A1.24.6. **(#) Do PWCS managers verify all PWCSs are zeroized or the encryption module removed before giving them to contract maintenance for repair? (AFI 33-106, para 4.7.5)**

A1.24.6.1. Do PWCS managers process requirements for PWCSs according to AFI 33-103? (AFI 33-106, para 7.7.2)

A1.24.7. **(#) Do PWCS managers ensure an authorized frequency is assigned to all frequency dependent equipment before purchase according to AFI 33-118? (AFI 33-106, para 4.7.8)**

A1.24.8. **(#) Do PWCS managers ensure requirements that call for the use of intrinsically safe LMR (ISLMR) equipment are submitted through command safety channels for validation before local approval and acquisition? (AFI 33-106, para 4.7.9)**

A1.24.9. Does the PWCS manager manage CT assets according to directives and guidelines governing management of PWCSs? (AFI 33-106, para 4.7.2.2.5, 4.8.4, and 4.12.3.17)

A1.24.10. Does the base CSO restrict the approval of CT equipment to non-operational requirements? (AFI 33-106, Attachment 2)

A1.24.11. Does the base CSO ensure a technical solution for each requirement is prepared including an analysis of the security risk for each requirement? (AFI 33-106, para 4.7.2.2.1)

A1.24.12. Does the base CSO ensure an economic analysis is prepared for each requirement? (AFI 33-106, para 4.7.2)

A1.24.13. Has the base CSO developed and disseminated a uniform CT procedure to include personal calls? (AFI 33-106, para 4.9.4.2)

A1.24.14. Does the base CT manager brief users of the proper use of CTs, to include OPSEC and abuse? (AFI 33-106, para 4.12.3.13 and 4.12.3.17)

A1.24.15. Does the commander or designated representative of each base organization with CT assets revalidate the unit's requirements annually? (AFI 33-106, para 4.12.1.3)

A1.25. VISUAL INFORMATION (AFI 33-117 unless otherwise noted)

A1.25.1. **Safety**

A1.25.1.1. **(#) Is electronic flash equipment being used in a safe manner consistent with appropriate manufacturer's instructions? (AFOSH STS 91-66, para 1.5.4)**

A1.25.2. **Work Flow**

A1.25.2.1. Are AF Form 833s used to certify, justify, and request official work? (para 2.5.1)

A1.25.2.2. Are AF Form 833s administered adequately to meet audit requirements? (para 1.6.2.10.2)

A1.25.2.3. **(#) Is there a procedure for tracking status and location of work? (para 1.6.2.10.1)**

A1.25.2.4. Are product quality standards in place to satisfy customers? (para 1.6.2.9.1)

A1.25.2.5. Does the BVIM review host tenant support agreements that the BVISC supports? (para 1.6.2.8)

A1.25.2.6. Has the BVIM established a priority system? (para 1.6.2.9.3)

A1.25.3. **Photo Lab**

A1.25.3.1. **(#) Are there procedures to provide alert photography to support emergency actions? (para 2.1.1.3)**

A1.25.3.2. **(#) Has BVIM established local procedures to identify, gather, and submit significant VI material that may have record value to the Air Force Media Accessioning Office? (paras 6.3.2, 6.6.2.1, 6.9.1)**

A1.25.4. **Video Operations**

A1.25.4.1. **(#) Has a Product Authorization Number (PAN) been assigned to each local production? (para 4.7.1)**

A1.25.4.2. Is there a PAN log? (4.7.2)

A1.25.4.3. **(#) Do Unit Type Code tasked VI units have ground support systems and trained personnel to select, copy, and forward Armament Delivery Recording imagery? (AFI 33-132, para 3.1.4)**

A1.26. PUBLICATIONS MANAGEMENT (AFI 33-360, Vol 1, unless otherwise indicated)

A1.26.1. **(#) Are publications properly validated by the designated approving official? (para 1.9)**

A1.26.2. **(#) Do publications affected by the Privacy Act of 1974 contain the required notice immediately following the title and identified in an AF Index? (para 3.4.10.1)**

A1.26.3. **(#) Has a record set been established and does it contain an edited copy of draft and original approved AF Form 673, Request to Issue Publication, copy of the printed basic publication, pertinent documentation, printed copy of each prescribed form, copies of DD Form 67 for each prescribed form, and a copy of AF Form 1382? (Attachment 2, A2.1)**

A1.26.4. **(#) Is AF Form 673, item 21, signed by the designated approving official? (para 3.13)**

A1.26.5. **(#) Is the consent statement "This publication has been reviewed for public accessibility and (is or is not) authorized for public release" placed in Item 16, Remarks, section of AF Form 673? (PACAF Sup 1, para 3.13.1)**

A1.26.6. **(#) Has For Official Use Only publications been coordinated with the FOIA/PA Manager and Staff Judge Advocate? (PACAF Sup 1, para 3.43.2.)**

A1.26.7. Is each publication reviewed every 2 years in the anniversary month and documented using AF Form 1382, *Request for Review of Publications and/or Forms,* to determine its currency and essentiality? (para 3.66)

A1.26.8. If the directive prescribes forms, are these forms listed in the last paragraph of the directive? (para 3.23.4 and PACAF Sup 1)

A1.27. FORMS MANAGEMENT OFFICE (AFI 37-160, Vol 8, unless otherwise indicated)

A1.27.1. **(#) Are DD Forms 67, Form Processing Action Request, reviewed to ensure accuracy and completeness? (para 1.7.7)**

A1.27.2. **(#) Has the Forms Manager coordinated on the AF Form 673, Request To Issue Publication, for all publications to validate forms referenced or prescribed? (para 1.7.9.)**

A1.27.3. **(#) Has a record set been established for each form and does the record set contain the approved DD Form 67, AF Form 1382, documentation about the form, final draft of master, copy of current form showing OPR concurrence, and copy of each previous edition of the form? (para 1.7.17. and 4.1.)**

A1.27.4. **(#) Are provisions of AFI 33-332, AF Privacy Act Program, complied with when developing a form affected by the Privacy Act of 1974? (para 3.10)**

A1.27.5. Are forms reviewed on a biennial basis from the date of creation, on revision of the form, or on revision of the prescribing directive? (para 4.4)

A1.27.6. When declaring a form obsolete, was the form listed in the obsolete section of the Master Catalog (index), placed in the inactive file, and disposition instructions announced? (para 3.6.2)

A1.27.7. Until the Electronic Transaction System is fully operational, are indexes being published to serve as a Master Catalog for base forms? (PACAF Sup 1, para 4.5)

A1.28. RECORDS MAINTENANCE AND DISPOSITION PROGRAM -BASE RECORDS MANAGER (RM)

A1.28.1. **(#) Does the RM provide staff assistance visits (SAVs) and report findings to each Functional Area Records Manager (FARM) at least every 24 months? (AFI 33-322/PACAF Sup 1, para 6.1.9.)**

A1.28.2. **(#) Has the RM established a comprehensive records management training program that includes electronic records, Records Information Management System (RIMS), and vital records management? (AFI 33-322, para 6.3.1. and AFI 37-138/PACAF Sup 1, para 2.12.3.2.8.)**

A1.28.3. Does the program include initial and recurring records management training, utilizing PACAF training guides for FARMS, RCs, and chiefs of offices of record? (AFI 33-322/PACAF Sup 1, para 6.3.1.)

A1.28.4. **(#) Has the RM established a Vital Records program? (AFI 37-138/PACAF Sup 1, para 2.12.)**

A1.28.5. Has the RM coordinated *Vital Records* protection procedures/guidance with the Base Disaster Preparedness Office to incorporate procedures in local OPLANs? (AFI 37-138/PACAF Sup 1, para 2.12.3.1.4.)

A1.28.6. Are Vital Records identified with a "V" in column f, Record Series, of Standard Form (SF) 135, Records Transmittal and Receipt, and in electronic file areas? (AFI 37-138/PACAF Sup 1, para 2.12.)

A1.28.6.1. Are G-series orders identified on the file plan as a vital record? (AFI 37-138/PACAF Sup 1, para 2.12)

A1.28.7. Has the RM incorporated Vital Records protection procedures into local records management training courses? (AFI 37-138/PACAF Sup 1, para 2.12.3.2.8)

A1.28.8. Has the RM implemented ERM procedures outlined in the HQ PACAF ERM Interim Solution Guide?

A1.28.9. **(#) Are official electronic mail messages (including attachments) treated as records and categorically stored in designated electronic files area? (AFMAN 37-123, Chapter 7.1.2/HQ PACAF ERM Interim Solutions Guide)**

A1.28.10. Are official records maintained in electronic files areas protected from modification and unauthorized disposition? (AFMAN 37-123, paragraphs 7.12 and 7-20/AFI 37-138, Para 2.11/HQ PACAF ERM Interim Solutions Guide)

A1.28.11. **(#) Does the RM ensure records are disposed of or transferred to a federal records center on time? (AFI 37-138, para 7.9.)**

A1.28.12. Has the RM followed up with FARMs to ensure inactive records are transferred to the base staging area by 1 Apr (calendar year records) and 31 Dec (fiscal year records) or accounted for by waivers or ERM? (AFI 37-138/PACAF Sup 1, Table 3.1.)

A1.28.13. Does the RM use the RIMS Staging Area Module when accounting for inactive record holdings? (AFI 37-138/PACAF Sup 1, Table 3.1.)

A1.28.14. Are SFs 135 used for the locator and disposition file to control records placed in staging areas or transferred to the records center? (AFI 37-138, para 7.7.)

A1.28.15. Does the RM conduct an annual inventory of inactive records maintained inside and out-side the staging area? (AFI 37-138/PACAF Sup 1, para 7.10.)

A1.28.16. **(#) Does the RM ensure RIMS is utilized and made available to all offices of record? (AFMAN 37-123, Chapter 2)**

A1.28.17. **(#) Does the RM educate customers and base organizations of the requirement for contractors to manage data created for Government use or legally controlled by the Government? (AFI 37-138, para 2.13.1.3.)**

A1.28.18. **(#) Does the RM review all host tenant support agreements and identify procedures for providing records management training, SAVs, staging area support, and other local requirements? (AFI 33-322/PACAF Sup 1, para 6.1.8.)**

A1.29.   FREEDOM OF INFORMATION ACT (FOIA)

A1.29.1. **(#) Does the FOIA Manager provide training, control and process FOIA requests, maintain an electronic reading room, assess and collect fees, and maintain case files for each request processed? (AF Sup 1, para C21.5.3.7.)**

A1.29.1.1. Does the FOIA Manager maintain a complete copy of all responsive records, coordi-nation, and correspondence with requester in the case file in accordance with AFMAN 37-139, Table 37-19, Rule 24? (PS1, para 1.5.3.7.1.19)

A1.29.1.2. If the responsive records are too voluminous to warrant duplication and maintenance by the FOIA manager, does the FOIA Manager ensure the record OPR maintains the records according to Rule 24 or according to the disposition instruction for the related records, whichever is longer? (PS1, para 1.5.3.7.1.19)

A1.29.2. **(#) Does the FOIA Manager ensure requests are normally processed within the 20-working days or, extensions are granted only for authorized reasons and requesters notified in writing within 20 workdays with the circumstances requiring delay? (para C5.2.5 and C5.2.6)**

A1.29.3. **(#) Are proposed denials forwarded to the Initial Denial Authority (HQ PACAF/SCI (FOI) with adequate supporting documentation? (/PS1, para C1.5.3.7.1.18 through C1.5.3.7.1.18.4)**

A1.29.4. **(#) Does the FOIA Manager coordinate on publicly accessible Web pages before they're posted on public Web sites? (AFI 33-129/PS1, para 7.2.)**

A1.30.   PRIVACY ACT (PA)

A1.30.1. **(#) Does the PA Officer provide PA training to the PA monitors and system managers? (PS1, para 1.4.6.l)**

A1.30.2. **(#) Are publications and forms subject to the PA reviewed by the PA Officer before being published? (para 1.4.6.4)**

A1.30.3. **(#) Has the RM reviewed base recycling contracts to ensure contractor is required to safeguard privacy material until its destruction and use approved method for destruction? (para 7.3.3)**

A1.30.4. **(#) Are records containing personal information requiring protection under the Privacy Act/Freedom of Information Act (to include FOUO material protected from unauthorized access? (AFI 33-332/Dod 5400.7/HQ PACAF ERM Interim Solution Guide)**

A1.31. RECORDS MAINTENANCE AND DISPOSITION PROGRAM --FUNCTIONAL AREA RECORDS MANAGER (FARM)

A1.31.1. **(#) Has the FARM been appointed and the RM notified? (AFI 33-322, para 7.)**

A1.31.2. **(#) Has the FARM received training from RM and does he/she provide or schedule RM training for functional personnel who maintain and dispose of records? (AFI 33-322, para 6.3.)**

A1.31.2.1. Does the FARM ensure supervisors annotate RM training completion in AF Form 623, On-the-Job Training Record, or Supervisor's Employee Brief for civilian employees? (AFI 33-322, para 6.3.4.)

A1.31.2.2. Does the FARM ensure that newly assigned personnel are scheduled for training within 3 months of assignment? (AFI 33-322, para 6.3.1.)

A1.31.3. **(#) Does the FARM provide staff assistance visits (SAVs) to each office of record at least every 24 months? (AFI 33-322, para 7.4.)**

A1.31.3.1. Does the FARM follow up on discrepancies noted during SAVs? (AFI 33-322, para 7.4.)

A1.31.3.2. Does the FARM ensure the chiefs of office of record (COR) have implemented electronic records management (ERM) concepts during SAVs? (AFMAN 33-322, para 7.7. and PACAF Interim ERM Solutions Guide)

A1.31.3.3. Does the FARM ensure RIMS is being utilized during SAVs? (AFMAN 37-123, para 2.1.)

A1.31.4. **(#) Does the FARM actively guide and assist records custodians and COR in preparing file plans and maintaining and disposing of records? (AFI 33-322, para 7.)**

A1.31.5. **(#) Has the FARM established a Vital Records program within the organization? (AFI 37-138/PACAF Sup 1, para 2.12.)**

A1.31.5.1. Does the FARM ensure offices of record identify *Vital Records* on respective file plans, electronic file areas, and SF 135? (AFI 37-138/PACAF Sup 1, para 2.12.3.1.5.)

A1.31.5.2. Has the FARM established checklists to ensure V*ital Records* are protected in the event of fire, broken water pipes, etc., in addition to natural disasters common to the local area? (AFI 37-138/PACAF Sup 1, para 2.12.3.1.3.)

A1.31.6. **(#) Does the FARM ensure records are cutoff and moved to inactive files, disposed of/transferred to the staging area on schedule, or SFs 135 prepared and forwarded to the RM for records maintained outside of the staging area? (AFI 33-322, para 7.5./AFI 37-138, para 7.8.1./ PACAF Sup 1,Table 3.1.)**

A1.31.7. **(#) Does the FARM perform duties as the unit PA Monitor and act as the PA focal point for functional area the unit? (AFI 33-332, para 1.4.8.)**

A1.31.7.1. Does the FARM schedule PA training for PA system managers within their organizations? (AFI 33-332 para 1.4.8./PACAF Supplement 1)

A1.32. RECORDS MAINTENANCE AND DISPOSITION PROGRAM --RECORDS TECHNICIAN (RT) AND CHIEF OF OFFICE OF RECORD (COR)

A1.32.1. **(#) Has the RC received records management training from the RM within 3 months of assignment? (AFI 33-322, para 6.3.1.)**

A1.32.2. **(#) Does the COR ensure the office creates only essential records, permanently preserves valuable records, and disposes of temporary records according to AFMAN 37-139, Records Disposition Schedule? (AFI 33-322, para 8.2.)**

A1.32.2.1. Are classified files separated from unclassified files (except for continuity purposes), filed in authorized security containers, and folders marked with highest classification? (AFMAN 37-123, para 4.3.)

A1.32.2.2. Has the RC and COR implemented electronic records maintenance and disposition practices utilizing an approved records management application or the PACAF Electronic Records Management Interim Solutions Guide? (AFI 33-322/PACAF Sup 1, para 6.2.4.)

A1.32.2.3. Are RIMS disposition control labels with accurate cutoff instructions (i.e., CY, FY, MO, N/A) placed in front of each series of records on the file plan, including those records filed away from the current files area? (AFMAN 37-123, para 3.7.1.)

A1.32.2.4. Does the file plan show the location of records maintained electronically and those records not maintained in the current files area? (AFMAN 37-123, para 2.2.)

A1.32.2.5. Is the latest SAV report from the FARM/RM on hand and have discrepancies been corrected? (AFI 33-322, para 7.4.)/PACAF Sup 1)

A1.32.2.6. Are file drawers (active and inactive) adequately labeled? (AFMAN 37-123, para 3.7.6.)

A1.32.2.7. Is the year (calendar or fiscal) included on folder labels for records with a retention period of 1 year or longer and omitted for records destroyed in less than 1 year? (AFMAN 37-123, para 3.7.4.)

A1.32.2.8. Are AF Forms 614, Charge-Out Record, and Optional Forms 21, Cross-Reference Sheet, used when appropriate? (AFMAN 37-123, para 3.6. and 4.2. respectively)

A1.32.3. **(#) Are eligible records destroyed or transferred to the staging area according to instructions indicated on disposition control labels and AFMAN 37-139? (AFMAN 37-123, para 4.4.)**

A1.32.3.1. **(#) Has the RC transferred inactive records to the base staging area by 1 Apr (calendar year records) and 31 Dec (fiscal year records)? (AFI 37-138/PACAF Sup 1, Table 3.1.)**

A1.32.3.2. Does the RC prepare and forward SFs 135 to the FARM/RM for inactive 3- to 10-year records and electronic and classified records maintained in the current files area? (AFI 37-138, and para 7.8.1.)

A1.32.3.3. Are perpetual files checked to ensure eligible documents are destroyed when super-seded, obsolete, or no longer needed? (AFI 37-138, Table 3.1.)

A1.32.4. (#) Has the COR/RC identified the office's Vital Records on the file plan? (AFI 37-138, para 2.12.)

A1.32.4.1. Is there a plan for protecting the office's V*ital Records* in the event of fire, natural disaster, contingency, etc.? (AFI 37-138/PACAF Sup 1, para 2.12.3.1.3.(Added))

A1.32.4.2. Does the RC identify *Vital Records* with a "V" in column f, Record Series, of SF Forms 135 when sending records to the staging area? (AFI 37-138/PACAF Sup 1, para 2.12.3.1.5. (Added))

A1.33. INTERNET MANAGEMENT AND USE

A1.33.1. (#) Are publicly accessible web servers located outside the primary installation fire-walls and limited access web servers located behind the base firewalls? (AFI 33-129, para 3.4.3.)

A1.33.1.1. Do web server configurations allow the system administrator to audit both incoming and outgoing user activities? (AFI 33-129, para 10.2.)

A1.33.1.2. Does the NCC ensure all traffic destined for other military sites (within the ".mil" domain) is routed through military controlled networks? (AFI 33-129, para 3.8.2.)

A1.33.1.3. Do base Information Protection offices effectively educate systems administrators, information providers, and page OPRs on current threats, Internet vulnerabilities, and protection techniques? (AFI 33-129, para 11.1.2.3.)

A1.33.2. (#) Does the NCC control all Internet connections, to include military controlled access paths and alternate Internet access paths, such as Internet Service Providers? (AFI 33-129, para 3.8.1.)

A1.33.3. (#) Have requests to operate a server on the commercial Internet been coordinated through the base communications squadron? (AFI 33-129/PACAF Sup 1, para 10.1.)

A1.33.4. (#) Does the Web Server Administrator register site with Air Force LINK? (AFI 33-129, para 4.1.1.6.)

A1.33.5. (#) Do Public Affairs offices coordinate on all web pages destined for public release? (AFI 33-129, para 7.2.)

A1.33.6. (#) Does the Web Server Administrator ensure Web Page Coordination/Approval checklist is completed before posting web pages? (AFI 33-129/PACAF Sup 1, para 4.2)

A1.33.7. (#) Has the base established a Multi-Disciplinary Review Board consisting of represen-tatives from the communications squadron, Public Affairs, Legal, Contracting, Operations as well as any other representatives necessary to address questions concerning the sensitivity of information on a public Web site? (AFI 33-129, para 3.14)

A1.33.8. (#) Is information destined for the Internet reviewed and approved by directors, chiefs of special staff agencies, commanders, or their designated representatives? (AFI 33-129/PACAF Sup 1, para 7.)

A1.33.9. (#) Do Web pages contain appropriate warning banners as dictated by the type of page and scope of the contents? (AFI 33-129, para 13)

A1.34. ELECTRONIC MAIL MANAGEMENT AND USE

A1.34.1. **(#) Do commanders at all levels ensure e-mail users are educated and trained on the appropriate use and maintenance of e-mail? (AFI 33-119, para 2.6.1.)**

A1.34.2. **(#) Have organizational e-mail accounts been established? (AFI 33-119, para 3.2.3.)**

A1.34.3. **(#) Do e-mail users save "official" e-mail records and store records that belong to the organization in designated office file areas IAW the approved file plan and the HQ PACAF ERM Interim Solutions Guide? (AFI 33-119, para 8.2. and 8.3., AFI 33-322/PACAF Sup 1, para 5.3)**

A1.34.4. Are official records protected from unauthorized or unintentional disclosure or destruction? (AFI 33-119, para 8.4.3.1. and 9.4.)

A1.34.5. **(#) Are lists of e-mail addresses protected from public requestors and not indiscriminately disclosed on public access web sites? (AFI 33-119, para 9.4.4.)**

A1.35. BASE TELEPHONE CONTROL OFFICER (TCO)

A1.35.1. Are primary and alternate TCOs appointed for each base organizational activity? (AFI 33-111, para 11.1)A1.35.2. Do TCOs maintain a record of unit long-distance toll calls? (AF 1072, AFI 33-111, para 3.3)

A1.35.2. **(#) Has the TCO certified an annual inventory list on installed telephone equipment and services in the unit? (AFI 33-111, para 11.2.4)**

A1.35.3. Has the TCO annually certified that telephone services are still required for each unit telephone? (AFI 33-111, para 11.2.5 and DODD 4640.13)

A1.35.4. **(#) Do TCOs certify that all of the listed calls were official and payment is due for indicated billing periods. (AFI 33-111, para 11.2.6)**

A1.35.5. **(#) Do TCOs adequately control telephone calling cards usage for their unit?**

(AFI 33-111, para 8)

A1.35.6. Does the TCO inform the Base C4 systems Officer of all telephone equipment removal, installation, or relocation. (AFI 33-111, para 11.2.2)

A1.36. TELEPHONE BILLING - CLASS B

A1.36.1. Does the work center have a current copy of AFI 33-111, Telephone Systems Management?

A1.36.2. **(#) Has the Base C4 Systems Officer (CSO) established local bill verification procedures for official bills? (AFI 33-111, para 54)**

A1.36.3. Does the CSO certify Class B bill statements and is submission timely to the base Accounting and Finance Office (AFO)? (AFI 33-111, para54)

A1.37. TELECOMMUNICATIONS SYSTEMS CONTROL - LONG HAUL COMMUNICATIONS (Technical control) (Note: TCF, SATCOM, and Inside Plant are inspected through DISA every other year, therefore these areas are deemed noncritical for AF IG purposes.)

A1.37.1. **(#) Are training modules developed and modified as required? (AFI 33-115, para 7)**

A1.37.2. Are I.G. reports reviewed for items of interest? (Command Intent)

A1.37.3. **(#) Are local operating instructions complete, current, and reviewed annually? (Command Intent)**

A1.37.4. Has the TCF established written contingency procedures, to include power failure/load shredding, contingency operations including DISA cooperation, and local and DISA restoral plan integration? (DISAC 310-70-1, Chap 2, para 5s)

A1.37.5. **(#) Are all outages, regardless of duration, documented and tracked? (DISAC 310-70-1, Chap 9, para 3b)**

A1.37.6. **(#) Are users notified within minimum established lead-times of scheduled service interruptions that will or may degrade their service? (DISAC 310-70-1, Chap 7, para 3)**

A1.37.7. Is maximum circuit restoration provided for users during scheduled outages? (DISAC 310-70-1, Chap 7, para 3)

A1.37.8. Is all equipment maintained within the station supporting the DCS, under the operational control of the TCF/PTF? (DISAC 310-70-1, Chap 2, para 8)

A1.37.9. Are applicable DISAC Restoral Plans (R-Plans) available and current, and have local restoral plans been developed to supplement DISA pre-planned restorals? (DISAC 310-70-1, Chap 5, para 5)

A1.37.10. **(#) Does the analysis program trend outage times, number of outages, reason for outage, calculate reliability and availability, and assess circuit/system performance on a monthly basis and include provisions for aggressive follow-up to correct sub-standard performance? (DISAC 310-70-1, Chap 6, para 6)**

A1.37.11. Has the TCF provided annual notification letters to customers and subordinate stations identifying user responsibilities and procedures for reporting and verifying correction of impairments/outages? (DISAC 310-70-1Chap 2, para 5t)

A1.37.12. Are accurate DD Form 1441's prepared on every facility circuit and maintained in a centralized file? (DISAC 310-70-1, Chap 9, para 3)

A1.37.13. Is a detailed in-station diagram which depicts equipment and circuit appearance maintained and readily available to all personnel? (DISAC 310-70-1, Chap 2, para 2, and NSA COI-104)

A1.37.14. Are accurate long-haul circuit history files maintained? (AFI 33-116; 310-70-1, Chap 9, para 4)

A1.37.15. Are adequate spares maintained for government furnished equipment, i.e., patch panel appearances, circuit conditioning strings, interbays, etc.? (MIL STD 188-154; DISAC 310-70-1, Chap 2, para 2)

A1.37.16. Do systems control managers take action to ensure the facility and physical plant meet minimum standards for technical sufficiency and incremental expansion?

A1.37.17. Have the requirements for acceptability of new equipment been met, and are procedures available for the facility to supervise the evaluation test of new equipment, before it is placed on line for DCS traffic? (DISAC 310-70-1, Chap 6, para 5)

A1.37.18. Are appropriate logs, forms, and records being maintained? (DISAC 310-70-1, Chap 9)

A1.37.19. Is QC testing of all operational and spare communications equipment appearing at the TCF/PTF patch panels performed on a regularly scheduled basis? (DISAC 310-70-1, Chap 6, para 5; NSA COI-104)

A1.38. RADIO FREQUENCY SPECTRUM MANAGEMENT

A1.38.1. **Installation Level**

A1.38.1.1. Has the installation C4 systems officer appointed primary and alternate installation frequency managers? (AFI 33-118, para 1.5.4.1)

A1.38.1.2. **(#) Does the installation spectrum manager make sure using activities understand the parameters of their assigned frequencies? (AFI 33-118, para 1.5.5.1)**

A1.38.1.3. **(#) Does the installation spectrum manager maintain a record of all current radio frequency authorizations? (AFI 33-118, para 1.5.5.2)**

A1.38.1.4. Does the installation spectrum manager have a frequency management education program? (AFI 33-118, para 1.5.5.3)

A1.38.1.5. Does the installation spectrum manager process all installation frequency requests through the appropriate command channels? (AFI 33-118, para 1.5.5.4)

A1.38.1.6. Does the installation spectrum manager review operation plans and C4 requirements documents and obtain frequency support through command channels? (AFI 33-118, para 1.5.5.6)

A1.38.1.7. **(#) Does the installation spectrum manager review frequency assignments, at least once every 5 years, for accuracy and validity? (AFI 33-118, paras 1.5.5.19 and 3.9)**

A1.38.1.8. Does the installation spectrum manager make sure contractor activities using Air Force frequencies to support Air Force requirements follow Air Force policies for RF spectrum use? (AFI 33-118, para 1.5.5.7)

A1.38.2. **Using Activity**

A1.38.2.1. **(#) Does the using activity have radio frequency (RF) spectrum support assured before obligating funds to acquire, develop, modify, or install equipment that uses the RF spectrum? (AFI 33-118, para 1.5.6.11 - 12)**

A1.38.2.2. **(#) Does the using activity obtain a frequency authorization before using devices that intentionally emit RF energy or require receive protection? (AFI 33-118, para 1.5.6.1)**

A1.38.2.3. Does the using activity coordinate frequency actions in advance with the installation spectrum manager? (AFI 33-118, para 1.5.6.1)

A1.38.2.4. Does the using activity request only the minimum number of frequencies necessary to accomplish the mission? (AFI 33-118, para 1.5.6.3)

A1.38.2.5. Does the using activity request only the minimum transmitter power and antenna gain or height necessary to ensure adequate coverage? (AFI 33-118, para 1.5.6.4)

A1.38.2.6. Does the using activity maintain a frequency authorization document for each frequency used? (AFI 33-118, para 1.5.6.2)

A1.38.2.7. Does the using activity ensure operations of electromagnetic radiating equipment comply with the authorized parameters? (AFI 33-118, para 1.5.6.5)

A1.38.2.8.   Does the using activity ensure current Air Force RF spectrum management instructions are available and followed? (AFI 33-118, para 1.5.5.15)

A1.38.2.9.   Does the using activity act promptly to resolve and report incidents of interference IAW AFI 19-707, Spectrum Interference Resolution Program? (AFI 33-118, para 1.5.6.6)

A1.38.2.10.   Does the using activity use radiation-suppression devices (dummy loads) as much as possible when tuning, testing, or experimenting? (AFI 33-118, para 1.5.6.7)

A1.38.2.11.   Does the using activity review frequency assignments, at least once every 5 years, for accuracy and validity? (AFI 33-118, para 1.5.5.8)

A1.38.2.12.   Does the using activity provide, in writing to the installation spectrum manager, the name and phone number of a point of contact for frequency matters? (AFI 33-118, para 1.5.6.8)

A1.38.2.13.   Does the using activity advise the installation spectrum manager immediately when frequencies are no longer needed? (AFI 33-118, para 1.5.6.9)

A1.39. DEPLOYMENT PLANNING (AFI 10-403)

A1.39.1. Developing Training Requirements

A1.39.1.1.   Do all military or civilian personnel subject to or identified to deploy receive appropriate deployment training. (AFI 10-403 para 1.6.2.)

A1.39.1.2.   Do all personnel subject to deployment receive Law of Armed Conflict (LOAC) briefings and personal and family readiness briefings? (AFI 10-403 para 1.6.2.2.1.)

A1.39.1.3.   Do all personnel subject to deployment receive Self-aid and buddy-care training?. (AFI 10-403 para 1.6.2.2.3.)

A1.39.1.4.   Do all personnel subject to deployment receive Force Protection familiarization training IAW AFI 31-210, *The Air Force Antiterrorism (AT) Program?* (AFI 10-403 para 1.6.2.2.4.)

A1.39.1.5.   Do all personnel subject to deployment receive Explosive Ordnance Recognition (EOR) training according to AFI 32-4001, *Disaster Preparedness Planning and Operations.* (AFI 10-403 para 1.6.2.2.5.)

A1.39.1.6.   Do all personnel subject to deployment receive Small Arms Training? Note: This training is not required for federal civilians who plan to decline acceptance of a firearm if offered one. (AFI 10-403 para 1.6.2.2.6.)

A1.39.1.7.   Do all personnel subject to deployment receive Nuclear-Biological Chemical Defense Training? (AFI 10-403 para 1.6.2.2.7.)

A1.39.1.8.   Do civilian personnel identified to deploy meet all of the deployment training requirements established by their military counterparts? Note: AFI 36-507, *Mobilization of the Civilian Workforce*, out-lines any additional training and processing requirements that may be necessary. (AFI 10-403 para 1.6.2.5.)

A1.39.1.9.   Do unit personnel meet minimum training requirements for properly preparing cargo for deployment and redeployment as determined locally? (AFI 10-403 para 2.5.5.)

A1.39.1.10.   Does the unit possess an adequate number of trained personnel to meet the following requirements? (AFI 10-403 para 2.5.5.1.)

A1.39.1.10.1. Certify hazardous cargo?

A1.39.1.10.2. Operate unit deployment software programs (e.g. Deployment Management System)?

A1.39.1.10.3. Cargo prep/pallet buildup?

A1.39.1.11. Does the unit train and certify personnel to operate materiel handling equipment necessary to meet deployment/employment tasks. (AFI 10-403 para 2.5.5.2.)

A1.39.1.12. Do deployment operations augmentees and members of Exercise Evaluation Teams (EET) meet locally pertinent training requirements. (AFI 10-403 para 2.5.6.) See Note below.

A1.39.1.13. NOTE: Define local training requirements by assessing whether personnel must have Hazardous Cargo training, Load Planning training, and other training specific to the work centers and responsibilities associated with their deployment operations process. Include training requirements for operating automated systems. (AFI 10-403 para 2.5.6.1.)

A1.39.1.14. Does the unit have established procedures and train personnel to back up automated processes manually during power outages? (AFI 10-403 para 2.5.6.2.)

A1.39.1.15. Are Air Force automated systems that comprise the IDS used to support the deployment process? (AFI 10-403 para 2.6.1.)

A1.39.1.16. Does the unit use and maintain the DeMS for assigning personnel to positions and preparing cargo? (AFI 10-403 2.6.2.)

A1.39.2. **Maintaining LOGMOD Data**

A1.39.2.1. Does the unit (active and gained) maintain in LOGFOR the standard UTCs for which they are tasked to deploy or have been designated as the Pilot Unit? (AFI 10-403 para 2.6.3.1.)

A1.39.2.2. Do Non-Pilot Units that require changes to the standard UTC coordinate the requested change through the Pilot Unit and UTC functional manager? (AFI 10-403 para 2.6.3.1.)

A1.39.2.3. Does the unit with sourced tasking in OPLANs and CONPLANS, have a separate LOGPLAN file for each separate tasking? (AFI 10-43 para 2.6.3.1.1.)

A1.39.2.4. Does the unit tasked under an OPLAN build the LOGPLAN using pseudo-plan identification (Pseudo-PID) IAW AFMAN 10-403, Pseudo-PIDs? (AFI 10-43 para 2.6.3.1.1.)

A1.39.2.5. Does the unit have the ability to generate Load and Packing Lists produced from LOGMOD (or DeMS) for all cargo? One exception is Supply, which may use SBSS listings (R-43, etc.) for MRSP packing. (AFI 10-43 para 2.6.3.1.2.)

A1.40. DEPLOYMENT EXECUTION UNIT PERSONNEL PREPARATION REQUIREMENTS

A1.40.1. **Personnel Readiness**

A1.40.1.1. Do all unit personnel whom commanders have designated or scheduled for deployment have current immunizations within 30 days of being appointed to a deployment position as a primary or alternate? (AFI 10-403 para 1.6.2.5.1.)

A1.40.1.2. Do all unit personnel whom commanders have designated or scheduled for deployment have up to 60 days' supply of prescription medicines. (AFI 10-403 para 1.6.2.5.2.)

A1.40.1.3. Do all unit personnel whom commanders have designated or scheduled for deployment have Current DD Form 93, Record of Emergency Data? (AFI 10-403 para 1.6.2.5.4.)

A1.40.1.4. Do all unit personnel whom commanders have designated or scheduled for deployment have ID tags and ID card? (AFI 10-403 para 1.6.2.5.3.)

A1.40.1.5. Do all unit personnel whom commanders have designated or scheduled for deployment have properly filed wills, power of attorney, family care plan, and family readiness matters, as determined by the deploying member? (AFI 10-403 para 1.6.2.5.6.)

A1.40.1.6. Do units track personnel preparedness using DeMS or AF Form 4005 Individual Deployment Requirements? (AFI 10-403 para 1.6.3.)

A1.40.1.7. Are AF Form 4005s accomplished by all personnel subject to or identified to deploy? (AFI 10-403 para 1.6.3.1.)

A1.40.1.8. Does the individual and the UDM/Supervisor complete this form and did the individual date and initial next to each completed item? (AFI 10-403 para 1.6.3.2.)

A1.40.1.9. Does the UDM/Supervisor and individual conduct a review of the personnel readiness information as needed to update items? (AFI 10-403 para 1.6.3.3.)

A1.40.1.10. Is the Inspection Record Section of the form used to document reviews? (AFI 10-403 para 1.6.3.4.)

A1.40.1.11. Each item will be coded using the following legend:

Ö - On Hand, complete, serviceable, properly prepared

X - Short, incomplete, improperly prepared item

® - Successful re-inspection

NR - Not required

A1.41. TACTICAL COMMUNICATION UNITS

A1.41.1. Does the Chief of Combat Support Flight (CCSF) and Flight Superintendent ensure logistics planning requirements are accomplished prior to deployments? (AFI 21-116, para 7.2.2.1)

A1.41.2. Does the CCSF approve in writing waivers to preventative maintenance inspections below the 56-day interval for equipment in a stored or in-active status? (AFI 21-116, para 7.1.1.2.5)

A1.41.3. Do Unit Type Codes (UTCs) assist one another when additional skills and resources are required? (AFI 21-116, para 7.1.1.2.4)

A1.41.4. Is the CSSF apprised of all changes in vehicle status, operability, inventory and condition? (AFI 21-116, para 7.1.1.2.6)

A1.41.5. Are all systems/equipment inspected prior to deployment, within 72 hours following return from deployment, and prior to transfer/receipt for in-house redistribution? (AFI 21-116, para 7.1.1.2.7)

A1.41.6. Are maintenance problems beyond the capabilities of the technicians coordinated with the CSSF? (AFI 21-116, para 7.1.1.2.8)

A1.41.7. Does Maintenance Control verify the status and availability of tasked UTCs and support equipment from the published mission or tasking directive? (AFI 21-116, para 7.1.1.3.2.1)

A1.41.8. Does Maintenance Control assign pre-deployment inspection JCNs for tasked UTCs? (AFI 21-116, para 7.1.1.3.2.2)

A1.41.9. Does Maintenance Control aggressively manage maintenance actions required to ensure tasked UTCs are made ready for deployment? (AFI 21-116, para 7.1.1.3.2.3)

A1.41.10. Does Maintenance Control print out PMI listings for the duration of the scheduled deployment and distribute them to the deploying UTCs? (AFI 21-116, para 7.1.1.3.2.4)

A1.41.11. Does Maintenance Control develop procedures for recording ESR, MDC, and PMI completion data for entry into CAMS from the deployed location? (AFI 21-116, para 7.1.1.3.2.5)

A1.41.12. Does Maintenance Control control movement of equipment to and from the deployment assembly area? (AFI 21-116, para 7.1.1.3.2.6)

A1.41.13. Does Maintenance Control display status of the deployment assembly area? (AFI 21-116, para 7.1.1.3.2.7)

A1.41.14. Does Materiel Control verify Readiness Spares Packages (RSP) status when mission directives or tasking orders are received? (AFI 21-116, para 7.1.1.4.2)

A1.41.15. Does Materiel Control coordinate pick-up and turn-in times with the base RSP representative and the group supply representative when required? (AFI 21-116, para 7.1.1.4.3)

A1.41.16. Does Materiel Control ensure procedures for RSP asset use are developed and brief to personnel responsible for the kits? (AFI 21-116, para 7.1.1.4.4)

A1.41.17. Does Materiel Control work with the base or group RSP monitor to robust kits prior to deployment for contingency operations and JCS exercises? (AFI 21-116, para 7.1.1.4.5)

A1.41.18. Does Maintenance Support include power production and refrigeration personnel in the MSEP, if assigned? (AFI 21-116, para 7.1.1.5.1.1)

A1.41.19. Does Maintenance Support conduct managerial evaluations on each flight instead of individual UTCs? (AFI 21-116, para 7.1.1.5.1.2)

A1.41.20. Does Maintenance Support ensure technical evaluations on all deployed UTCs are performed according to the interval in AFI 21-116, Chapter 5? Is a copy of the repot sent to the home station for normal routing? (AFI 21-116, para 7.1.1.5.1.3)

A1.41.21. Does Maintenance Support conduct special evaluations on all UTCs prior to being turned-in to supply, transferred to another organization, or after being received from another unit? (AFI 21-116, para 7.1.1.5.1.4)

A1.41.22. Does Maintenance Support observe pre-deployment and post deployment evaluations? (AFI 21-116, para 7.1.1.5.1.5)

A1.41.23. Do UTC crew chiefs conduct pre-deployment inspections prior to deployment when deployment taskings are received? (AFI 21-116, para 7.1.1.7.2)

A1.41.24. Do UTC crew chiefs document pre-deployment inspections in CAMS as special inspections? (AFI 21-116, para 7.1.1.7.3)

A1.41.25. Do UTC crew chiefs conduct additional pre-deployment inspections if systems, equipment, or facilities packaged as deployment ready are unpacked for any reason? (AFI 21-116, para 7.1.1.7.4)

A1.41.26. Do UTC crew chiefs conduct post-deployment inspections to determine the operational status of assigned systems and the completeness of the UTC? (AFI 21-116, para 7.1.1.7.5)

A1.41.27. Has the CCSF developed written guidance prior to deployment outlining how the deployed elements will accomplish the responsibilities of AFI 21-116, Chapter 3? (AFI 21-116, para 7.1.2.2)

A1.41.28. Does the Communications Focal Point (CFP) function as the 24-hour single point of contact for deployed UTCs and is the customer interface for supported forces? (AFI 21-116, para 7.1.2.3)

A1.41.29. Does Materiel Control function as organizational supply and provide mobility support? (AFI 21-116, para 7.1.2.4)

A1.41.30. Do deployed Maintenance Support personnel perform air mobility and road mobility inspections prior to re-deployment of the facility to home station or alternate deployment locations? (AFI 21-116, para 7.1.2.5)

A1.42. COMMUNICATIONS SYSTEMS REQUIREMENTS DOCUMENTS (CSRD)

A1.42.1. Does the CSO help users identify their communications needs? (AFI 33-103, para 2.2)

A1.42.2. **(#) Does the unit coordinate CSRDs that affect base infrastructure with the appropriate systems telecommunications engineering manager (STEM)? (AFI 33-103, para 2.5.2; PACAF SUP 1, para 2.5.2)**

A1.42.3. **(#) Does the CSO integrate requirements into the base C4 system planning efforts, such as the C4 Systems Blueprint? (AFI 33-103, para 3)**

A1.42.4. **(#) Does the CSO develop or obtain technical solutions IAW MAJCOM, local directives, and applicable architectures? (AFI 33-103, para 4)**

A1.42.5. For requirements that require approval authority above wing level, is a technical solution and cost estimate endorsed by the CSO included in the package submitted to HQ PACAF/SC? (PACAF SUP 1, para 6.1)

A1.42.6. Does the CSO obtain concurrence of the tech solution and cost estimate by the customer before forwarding the CSRD package to HQ PACAF/SC for approval? (PACAF Sup 1, attach 2)

A1.42.7. Does the CSO include technical solution and cost estimate with CSRDs forwarded to MAJCOM for approval? (PACAF Sup1, para 6.1)

A1.42.8. Does the CSO include funding strategies with CSRDs forwarded to MAJCOM for approval? (PACAF SUP 1, para 6.1)

A1.42.9. Does the CSO include a manpower assessment (or a statement that there is no manpower impact) with CSRDs forwarded to MAJCOM for approval? (PACAF Sup1, para 6.1)

A1.42.10. Is an economic analysis performed for projects with expected investment costs greater than $1 million to determine the most cost-effective alternative to satisfying a requirement? (AFI 33-103, para 4.1)

A1.42.11. When appropriate, is a lease-versus-purchase analysis done to ensure the lowest cost to the Air Force? (AFI 33-103, para 4.3)

A1.42.12. Are requirements that are altered by the requestor and result in a 20% increase in cost re-approved by the requestor and funding activity? (AFI 33-103, para 4.2)

A1.42.13. Do customers coordinate with the base information management function for requirements that relate to information management systems (i.e. automated records, Privacy Act, Freedom of Information Act, etc) before submitting the requirement to the CSO? (AFI 33-103, para 3.2.2)

A1.43. PLANNING AND C4 SYSTEMS STEM/BLUEPRINT PROCESS

A1.43.1. **(#) Does the host wing and MAJCOM planning documents provide a broad picture of C4 systems that can be used to guide the planning of future C4ISR requirements? (AFI 33-104, para 2.1.3)**

A1.43.2. **(#) Does the C4 systems planner and the STEM-B interact with the users and review C4 systems requirements? (AFI 33-104, para 2.1)**

A1.43.3. **(#) Does the base-level planner ensure the STEM-B develops the C4 systems blueprint with the coordination of required base organizations? (AFI 33-104, para 2.1.2)**

A1.43.4. **(#) Does the base C4 planner make sure the STEM-B includes C4 requirements and their corresponding technical solution in the C4 systems blueprint? (AFI 33-104, para 2.7.2)**

A1.43.5. **(#) Does the base C4 planner check the base C4 Systems Blueprint for like requirements and compliant technical solutions when new C4 requirements are received? (AFI 33-104, para 2.7.3.1)**

A1.43.6. **(#) Do base C4 personnel and users review existing and planned C4 systems capabilities in the base C4 Systems Blueprint (and other planning documents) to maintain a current infrastructure model? (AFI 33-104, para 3.1)**

A1.44. COMMUNICATIONS PROJECTS AND CSIRs

A1.44.1. Are all C4 programs and projects assigned to the base properly managed? (AFI 33-104, para 4.2.29)

A1.44.2. **(#) Does each base level project manager monitor and coordinate program management tasks assigned to their activity? (AFI 33-104, para 4.2.29)**

A1.44.3. Has the host base established continuity procedures for program management? Are they current? (AFI 33-104, para 4.2.7.1.17)

A1.44.4. Does the base level program manager provide timely status and changes to the program manager? (AFI 33-104, paras 4.2.2.10 and 4.2.2.11)

A1.44.5. Are program support agreements (PSA) reviews, coordination, and responses processed in a timely manner? (AFI 33-102, para A8)

A1.44.5.1. Do PSAs document the equipment to be installed, sites or locations agreed upon, supporting construction, services required, and constraints affecting the C4 installation? (AFI 33-104, para A7.6)

A1.44.5.2. Does the host base establish a PSA tracking system and verify task completion before notifying the higher headquarters program manager? (AFI 33-104, para 4.2.7.1.15)

A1.44.5.3. Are interim replies provided to the engineering activity when extra time is needed to complete the PSA endorsement? (AFI 33-104, para A7.6)

A1.44.5.4. Are PSA follow-ups documented with affected agencies in project folders? (AFI 33-104, para A8.6)

A1.44.6. Does host base coordinate and prepare responses for all documents that assign base-level functions? (AFI 33-104, para 4.2.7.1.3)

A1.44.7. Does the host base submit requests for engineering changes to the 38th EIW via AF Form 1146, Engineering Change Request/Authorization? (AFI 33-104, para 4.2.7.1.8)

A1.44.8. Is program management provided to all C4 self-help projects? (AFI 33-104, para A8)

A1.44.8.1. **(#) Is the STEM-B coordinated with to avoid duplication of effort or system integration problems? (AFI 33-104, para A8.1)**

A1.44.8.2. Identify and document the authority, source of funds, project manager, projects participants, roles, responsibilities, and tasks for self-help C4 projects? (AFI 33-104, para A8.1)

A1.44.8.3. Notifies the servicing E&I activity of major self-help installations that affect C4 Systems Installation Records (CSIR) drawings or the status of future engineering efforts? (AFI 33-104, para A8.5)

A1.44.8.4. **(#) Has project officer notified PACAF/SC of locally developed communications systems for review against PACAFI 33-102, Introducing New Communications and Information Systems, criteria? (PACAFI 33-102, para 1.5)**

A1.44.9. **(#) Is Base Civil Engineering notified of real property structures? (AFI 33-104, para 4.2.2.5)**

A1.44.10. Does host base complete and distribute all C4 program and project completion documentation (DD Form 250, Material Inspection and Receiving Report; or AF Form 1261, Command, Control, Communications and Computer Systems Acceptance Certificate? (AFI 33-104, para 4.2.7.3.2)

A1.44.11. Does Base Civil Engineering (BCE) provide support for all C4 programs and projects assigned to the base? (AFI 33-104, para 4.2.7.1)

A1.44.11.1. Does host base provide utilities, serviceable cable ducts, vaults, and manholes as needed? (AFI 33-104, para 4.2.7.1.11)

A1.44.11.2. Does host base construct, maintain, and repair facility and equipment as stated in the CSPP, support plans, and PSA before an installation? (AFI 33-104, para 4.2.7.1.13)

A1.44.11.3. Does host base monitor the status of outstanding BCE work orders? (AFI 33-104, para 4.2.7.1.16)

A1.44.11.4. Do the C4 planners personally visit and conduct an itemized verification of every support construction item? (AFI 33-104, para A8.8)

A1.44.11.5. Is the support construction technically adequate and compatible with each C4 project? (AFI 33-104, para 4.2.2.8)

A1.44.12. Is host base logistics support for all C4 programs and projects assigned to the base? (AFI 33-104, para 4.2.7.1)

A1.44.12.1. Does the host base representative visit the project warehouse? (AFI 33-104, para 4.2.7.1.14)

A1.44.12.2. Does the host base provide dry storage for project material per AFMAN 23-110V2? (AFI 33-104, para 4.2.7.1.10)

A1.44.12.3. Are logistics support needs satisfied before the C4 system installation (including supply support, special equipment, special tools, technical data, and training) and before accepting new or upgraded C4 systems or equipment? (AFI 33-104, paras 4.2.2.7 and A8.3)

A1.44.12.4. Is the Equipment Management System (EMS) transfer of equipment and software accountability to the using O&M activity completed and are support plans developed as required? (AFI 33-104, paras 4.2.2.4 and 4.2.2.13)

A1.44.12.5. Does host base manage Initial Spare Support List (ISSL) assets and documentation per AFMAN 23-110V2? (AFI 33-104, para 4.2.7.1.12)

A1.44.12.6. Does host base dispose of excess project material? (AFI 33-104, para 4.2.7.3.1)

A1.44.13. Does host base communications provide support for all C4 programs and projects assigned to the base? (AFI 33-104, para A8)

A1.44.13.1. Does host base submit a Request for Service (RFS) to get Defense Information Services Agency (DISA) communications connectivity with sufficient lead-time (IAW DISAC 310-130-1) when required by a project? (AFI 33-104, para A8.2)

A1.44.13.2. Does host base request radio frequency support? (AFI 33-104, para 4.2.2.6)

A1.44.14. Does host base provide support for installation teams completing C4 programs and projects on the base? (AFI 33-104, para 4.2.7.2)

A1.44.14.1. Does host base assist installation teams prepare and process BCE Work Clearance Requests? (AFI 33-104, para 4.2.7.2.1)

A1.44.14.2. Does host base assist installation teams in obtaining local purchase and contractual funds from the implementing command? (AFI 33-104, para 4.2.7.2.2)

A1.44.14.3. Does host base provide installation teams a supply account number for ordering replacement items and building up stock levels of operating supplies? (AFI 33-104, para 4.2.7.2.5)

A1.44.14.4. Does host base provide installation teams with secure storage and a vehicle parking area? (AFI 33-104, para 4.2.7.2.4)

A1.44.14.5. Does host base provide installation teams with vehicles (GOV, GSA, or commercial rental vehicles), petroleum, oil, and lubricants? (AFI 33-104, para 4.2.7.2.6)

A1.44.14.6. Does host base provide installation teams with housing and messing facilities? (AFI 33-104, para 4.2.7.2.7)

A1.44.14.7. Does host base provide installation teams with base administrative, engineering, maintenance, and visual information assistance as required in support of project? (AFI 33-104, para 4.2.7.2.8)

A1.44.14.8. Does the host base establish, maintain, and periodically review project folders containing all formal documents on an active project (until all installation exceptions are eliminated)? (AFI 33-104, para A8.4)

A1.44.15. (#) Are C4 CSIRs established and maintained in a master CSIR file for C4 systems or facilities? (AFI 33-104, paras 4.2.7 and 4.2.8)

A1.44.15.1. Does host base provide implementing command with preliminary and final civil engineering design data and reproducible copies of "as-built" drawings of the construction? (AFI 33-104, para 4.2.8.1.9)

A1.44.15.2. (#) Are project files transferred to the CSIR file after installation certification? Purging information not of historical value IAW AFI 37-138 and AFMAN 37-139? (AFI 33-104, para A8.4)

A1.44.15.3. Does host base send "as-built" and "as-installed" CSIRs to the C4 Engineering Data Service Center (EDSC)? (AFI 33-104, para 4.2.7.3.3)

A1.44.15.4. Are base-level master CSIR file reviewed annually, drawings annotated for correction and sent to the C4 EDSC? (AFI 33-104, para A8.5)

A1.45. RESOURCE ADVISOR

A1.45.1. Under AFI 65-601, Vol II, Chap I, does the RA:

A1.45.1.1. (#) Estimate the cost of Air Force programs, develop budget estimates and financial policies, guide and direct budget justification, and help commander administer all available appropriated funds?

A1.45.1.2. Work with other staff and operators to prepare and carry out the financial plan? Help organizational managers justify and achieve their goals as financial managers?

A1.45.1.3. Manage resources within the Future Years Defense Program (FYDP) structure? Identify resources in the FYDP by program element (PE), element of expense, installation responsibility center (RC) and cost center (CC)?

A1.45.1.4. Work with organizational managers at each level of command to implement budget requirements showing expected obligations?

A1.45.1.5. Critically review all budget and financial plans submitted to HQ PACAF?

A1.45.1.6. (#) Communicate current budget concepts, policies, procedures, and techniques to RC managers?

A1.45.1.7. Use their experience, functional area data, and financial information to help commanders and organizational managers effectively accomplish their missions?

A1.45.2. Under AFI 65-601, Vol II, Chap II, does the RA:

A1.45.2.1. Help to prepare, revise, and carry out financial plans?

A1.45.2.2. (#) Reviews and analyzes accounting data to help match available funds against programmed requirements? Revise financial plans to match revised missions, requirements and unprogrammed events?

A1.45.2.3. **(#) Participate actively in resource management, including the planning, programming, budgeting, acquiring, consuming, storing, and disposing of resources?**

A1.45.2.4. Monitor and analyze reports to ensure customers order only essential supplies in the quantities necessary to accomplish missions?

A1.45.3. Under AFI 65-601, Vol II, Chap 4, does the RA:

A1.45.3.1. Comply with targets and limitations in operating budget authorities?

A1.45.4. Under AFI 65-601, Vol II, Chap 5, does the RA:

A1.45.4.1. Compute the total authority to load?

A1.45.4.2. Load authority pertaining to current operating budget year and current fiscal year?

A1.45.4.3. Request for loads or changes in fund targets?

A1.45.5. Under AFI 65-601, Vol II, Chap 6, does the RA:

A1.45.5.1. Understand the data elements found in the Air Force Corporate Data Dictionary?

A1.45.6. Under AFI 65-601, Vol II, Chap. 10, does the RA have:

A1.45.6.1. A working knowledge of the organization's mission, the mix of resources required to do the mission, and the historical cost record? (para 10.2.5)

A1.45.6.2. Knowledge of the accounting system for operations, the procurement system, and the supply system, with particular concentration on data entry, flows, and reports produced? (para 10.2.5)

A1.45.6.3. Is the RA able to fulfill the resource management duties for at least 1 year?

A1.45.6.4. As per para 10.2.5 does the RA:

A1.45.6.4.1. Monitor and help prepare estimates for resources?

A1.45.6.4.2. Help develop obligation and expense targets?

A1.45.6.4.3. Monitor the use of resources in daily operations?

A1.45.6.4.4. **(#) Provide RMS training to cost center managers?**

A1.45.6.4.5. Understand the use of and interpretation of management reports?

A1.45.6.5. Is the RA familiar with formal and informal programs to provide managers chances to get financial help in carrying out cost-saving ideas? (para 10.5.2)

A1.45.7. Under PACAF Supplement to AFI 65-603 and to Air Force Publications AFI 65-603, 1 November 1995, does the RA:

A1.45.7.1. Prepare requests for ORF expenditures using PACAF Form 229, Request for Contingency/ SM&W Fund? (para 7.4 added) "Official Representation Funds Guidance and Procedures"

A1.45.7.2. Utilize PACAF Form 229, *Request for Contingency Fund Authorization*, when required? The purpose of this form is required for internal control over the use of ORF and SM&W funds. (para 65-603 12.3 Added)

A1.46. GLOBAL HF SYSTEM STATION (Ref.: AFMAN 33-109, Aug 98 is a classified document)

A1.46.1. **Station Management and Administration**

A1.46.1.1. **(#) Is minimum shift composition composed of one certified operator per two published frequencies and a shift supervisor? (para 2.4.2.1 - 2.4.2.2)**

A1.46.1.2. **(#) Do all personnel performing duties in the station possess a security clearance commensurate with the highest classification of communications equipment used and traffic that the station is capable of receiving, processing, or storing? (para 2.6)**

A1.46.1.3. Is all message traffic processed within the station documented on an approved form or entered in the station log? (para 2.7)

A1.46.1.4. Are local OIs reviewed annually by the work center NCOIC and used to brief newly assigned personnel, to serve as a ready reference for local procedures unique to each station, and as a basis for self-inspection? (para 2.8)

A1.46.1.5. Is a daily read file maintained at the facility and managed properly? (para 2.9)

A1.46.1.6. Are Letters of Agreement and Mission Tasking Agreements approved by the MAJCOM and system managers and revalidated annually by the MAJCOM? (para 2.10)

A1.46.1.7. Are station logs reviewed daily by the NCOIC , training NCO or designated traffic analysis clerk? (para 2.11.2)

A1.46.1.8. **(#) Does the shift supervisor or senior operator on duty maintain a Master Station Log (MSL) containing at least (1)Identifying station, (2) Opening and closing date and time, (3) names and time of assumption and relinquishing watch, (4) Interruptions to comm with description, duration and action taken, (5) Any other valuable information? (para 2.11.4)**

A1.46.2. **Station Operating Procedures**

A1.46.2.1. Is the Current/Future Operations Mission Folder developed and available to all shift personnel/shift supervisor and reviewed daily? (para 3.3)

A1.46.2.2. **(#) Has a station system checklist been prepared covering all station equipment and circuits, and is a system check being performed within the first hour of each shift with results documented with/in the MSL? (para 3.4)**

A1.46.2.3. Are the deficiencies found during the system check, reported to the maintenance control center and the report documented? (para 3.4)

A1.46.2.4. **(#) Are the station clock settings checked against a suitable time standard for accuracy and are the checks documented with/in the MSL? (para 3.6)**

A1.46.2.5. **(#) Is a position log used when recording devices fail at each position in operation? (para 3.7.1)**

A1.46.2.6. Do shift supervisors/senior operators check the quality of the recorded signals of each recording device? (para 3.7.2)

A1.46.2.7. Is AF Form 3655, HF Radio Facility Contact and Phone Patch Record or locally generated form used to record all phone patches between authorized users? (para 3.13)

A1.46.2.8. Is a copy of the USAF HF Phone Patch Briefing placed at each operation position? (para 3.13.4.8)

A1.46.3. **General Message Handling**

A1.46.3.1. Are messages of questionable validity brought to the attention of the shift supervisor/ senior operator? (para 4.2)

A1.46.3.2. **(#) Does the station handle Receipt Requested and Itemized Messages properly? (paras 6.6, 6.7)**

A1.46.3.3. Are operators familiar with OIs and LOAs prescribing procedures for requesting Direction Finding (DF) assistance? (para 4.8.1)

A1.46.3.4. Are station procedures established for and personnel knowledgeable of actions taken during internal emergencies? (para 4.10)

A1.46.3.5. If possible, do personnel provide discrete service to MAJCOM CINC/VCINC aircraft? (para 4.11)

A1.46.3.6. Are operators familiar with Base Isolation Procedures? (para 4.14)

A1.46.4. **Emergency War Order Traffic Responsibilities**

A1.46.4.1. **(#) Does the station process CJCS and USCINCPAC emergency action messages (EAM); query transmissions; Nuclear Execution and Reporting Plan (NEREP) messages; NMCS-DoD National Emergency Communications Plan (NECP); and other emergency war order (EWO) message traffic properly ? (Ch 5)**

A1.46.5. **Reconnaissance Procedures And Operations**

A1.46.5.1. **(#) Are personnel knowledgeable in Reconnaissance procedures/message handling? (Chapter 6)**

A1.46.6. **Air/Ground/Air Radioteletype Service**

A1.46.6.1. If applicable, are personnel knowledgeable in providing radio-teletype (RTTY) service to all DOD users? (Ch 7)

A1.46.6.2. If applicable, are all shift supervisors and senior operators able to perform all RTTY functions without assistance? (paras 7.3.1 and 7.3.2)

A1.46.7. **Emergency Communications Procedures**

A1.46.7.1. **(#) Are personnel knowledgeable of procedures for handling all DOD aircraft/ ship or other declared emergency requests for service? (Chapter 8)**

A1.46.8. **Training**

A1.46.8.1. Is the NCOIC certified on all station operations? (para 2.3.1)

A1.46.8.2. Is the Training NCO assigned on a most-qualified basis? (para 2.3.2)

A1.46.8.3. Is the training program broken down into three separate areas (familiarization, qualification, and recurring training)? (para 9.1.3)

A1.46.8.4. Is an initial evaluation conducted during familiarization training? (para 9.2)

A1.46.8.5. Does qualification training cover all system operations? (para 9.3)

A1.46.8.6. Are exams given at the completion of each lesson/block of study? (para 9.4)

A1.46.8.7. Has a test question bank been developed, kept on floppy disks, and marked as controlled items? (para 9.4.1)

A1.46.8.8. Are answers and references maintained on floppy disks (unless code-word protected) and access restricted to the Training NCO and NCOIC? (para 9.4.2)

A1.46.8.9. **(#) After completing all subject phases and situation/practical exams, is a proficiency evaluation conducted? (para 9.5)**

A1.46.8.10. Are adjustments to the time limits (if necessary) for qualification training explained on AF Form 623/623a? (para 9.6)

A1.46.8.11. **(#) Does certification testing consist of an open book and certification test? (para 9.7)**

A1.46.8.12. Is recurring training scheduled so that all subject areas are covered at least once during a 12 month period? (para 9.8)

A1.46.8.13. Are all operators re-certified annually? (para 9.9)

A1.46.8.14. Is a recheck given when an individual demonstrates a lack of proficiency or is absent from the duty section for more than 45 consecutive days? (para 9.10)

A1.46.9. **Emergency Outage Reporting**

A1.46.9.1. Are operators familiar with procedures for requesting equipment and circuit outages that adversely degrade mission effectiveness? (para 10.2)

A1.46.9.2. Are operators familiar with the distinction between RED/AMBER/GREEN conditions for station and mission statuses? (para 10.3)

A1.46.9.3. **(#) Are personnel knowledgeable in reporting a RED (total station/system) Outage? (para 10.4)**

A1.47. OPERATIONS PLANS

A1.47.1. Does the unit/activity understand its force and base employment requirements and coordinate efforts to ensure all C4 systems requirements are identified and fulfilled by annotating them in Communications and Information annexes of the Plan(s)? (AFI 10-404, para 23.1.2)

A1.47.2. Are plans reviewed frequently to ensure unit/activity is familiar with the tasking and that proper coordination was accomplished? (AFI 10-404, para 23.3.4)

A1.47.3. Has the unit commander assigned a Unit Deployment Manager (UDM)? (AFI 10-403, para 1.5.22)

A1.47.4. If no UDM is assigned, has someone been designated to assist in carrying out specific preparation of deployment requirements? (AFI 10-403, para 1.5.22)

Attachment 2

MATRIX OF MISSION PERFORMANCE CHECKLISTS ITEMS APPLICABLE TO AIR NATIONAL GUARD COMBAT COMMUNICATIONS UNITS

The following matrix reflect items contained in this MPC that will be used to inspect <u>Air National Guard Combat Communications units.</u>

Applicable Items

A1.2- A1.8,	A1.31- A1.32
A1.12.2.6- A1.12.2.7	A1.33- A1.34
A1.13- A1.18	A1.38.2
A1.20	A1.39- A1.41
A1.22-A1.23	A1.45
A1.24	A1.47
A1.25-27	

Attachment 3

MATRIX OF MISSION PERFORMANCE CHECKLISTS ITEMS APPLICABLE TO AIR NATIONAL GUARD COMMUNICATIONS FLIGHTS

The following matrix reflect items contained in this MPC that will be used to inspect <u>Air National Guard Communications Flights</u>.

Applicable Items

A1.2.1. - A1.2.7.	A1.21.10.1.	A1.38.2. - A1.38.2.3., A1.38.2.8. - A1.38.2.13.
A1.8.1. - A1.8.7.	A1.21.13.1.	A1.39.1. - A1.39.1.7., A1.39.1.9. - A1.39.11., A1.39.1.13. & A1.39.1.14.
A1.9.1. - A1.9.8.	A1.21.14.1.	A1.39.2.1. - A1.39.2.5.
A1.10.1. - A1.10.5.	A1.21.15.1.	A1.40.1.1. - A1.40.1.5., A1.40.1.7. - A1.40.1.11.
A1.10.2. - A1.10.20.	A1.2122.1. - A1.22.5., A1.22.7. & A1.22.8.	A1.41.1. - A1.41.29.
A1.11.1. - A1.11.1210.	A1.23.1. - A1.23.4.	A1.42.2. - A1.42.5., A1.42.7. - A1.42.9., A1.42.13.
A1.12.1. - A1.12.381.29.	A1.23.2.1. - A1.23.2.11.	A1.42.2. - A1.42.5., A1.42.7. - A1.42.9., A1.42.13.
A1.12.2. - A1.12.2.6.	A1.23.3.1. - A1.23.3.6.	A1.43.1. - A1.43.6.
A1.12.3.1. - A1.12.3.9.	A1.24.6.4.1.	A1.44.1., A1.44.2., A1.44.4. - A1.44.15.3.
A1.12.4.1. - A1.12.4.22.	A1.24.7., A1.24.8., A1.24.9., & A1.24.15.	A1.45.1.1. - A1.45.1.3., A1.45.1.5. - A1.45.1.7.
A1.12.5.1. - A1.12.5.16.	A1.25.	A1.45.2.1. - A1.45.2.4.
A1.12.7.1. - A1.12.7.	A1.25.1. - A1.25.4.	A1.45.6.- A1.45.6.4.5.
A1.12.7.1. - A1.12.7.7., A1.12.7.12.-A1.12.7.15., A1.12.7.17.,A1.12.7.22.-7.23.	A1.25.4.1.- A1.25.4.6.	A1.47.1. - A1.47.4.
A1.13.1., A1.13.1.5.-A1.13.1.97.	A1.25.5.1. - A1.25.5.3.	
A1.14.1. - A1.14.2.	A1.25.6.1. - A1.25.6.3.	
A1.15.1. - A1.15.8.	A1.26.1. - A1.26.3., A1.26.5.	
A1.16.1.	A1.27.1., A1.27.2., A1.27.4., A1.27.5.	

A1.17.1. - A1.17.1.3.	**A1.28.1.**, A1.28.2.1. & A1.28.2.2.	
A1.18. - A1.18.4.	**A1.28.3.**, A1.28.3.2.	
A1.19.2.	**A1.28.5.**, **A1.28.6.**, **A1.28.7.**	
A1.20.2. - A1.20.4.	**A1.29.1.**, **A1.29.1.1.**	
	A1.3392.1., A1.39.2.229.2.	
A1.21.1.2. - **A1.21.1.4.**, A1.21.1.6 - A1.21.1.1712.	**A1.29.3.**, A1.29.5.	
A1.21.2.2. - **A1.21.2.3.**	**A1.30.1.** - **A1.30.3.**	
A1.21.3.1. - A1.21.3.53.	**A1.31.1.** - **A1.31.7.**	
A1.21.4.3.	**A1.32.1.** - **A1.32.4.2.**	
A1.21.5.1. - **A1.21.5.1.6.**, **A1.21.5.1.8.**	**A1.33.1.**, **A1.33.7.**, A1.33.8.1., A1.33.8.3., A1.33.8.4.	
A1.21.6.1. - A1.21.6.6.	**A1.34.2.**, **A1.34.4.**, A1.34.6.1., A1.34.7.	
A1.21.8.1., A1.21.8.3.	**A1.35.1.** - **A1.35.3.**, **A1.35.5.**-A1.35.7.	
A1.21.9.1.	**A1.37.1.** - **A1.37.6.**, **A1.37.8.** - **A1.37.10.**, **A1.37.12.**, **A1.37.13.**, **A1.37.15.**- **A1.37.19.**	